RAMSEY UPWOOD AND GREAT RAVELEY INTERNAL DRAINAGE BOARD

At a Meeting of the Ramsey Upwood and Great Raveley Internal Drainage Board hosted at the Old Nene Golf and Country Club, Ramsey on Thursday 4th January 2024

PRESENT

R Blackhurst (Vice-Chairman)	J Edwards Esq
S Bedford Esq	M Mckenna Esq
A Butler Esq	A Wagstaffe Esq
L Butler Esq	C Wilkinson Esq
Cllr S Corney	
S Cornwell Esq	

Mr Robert Hill (representing the Clerk to the Board) was in attendance.

Apologies for absence

Apologies for absence were received from Andrew Roberts (Chairman), T Bedford Esq, J Clarke Esq, M Lambert Esq

Mr Hill informed the members that as 2023 was an election year and the previous chairman was not able to attend today's meeting, they would need to appoint a member to Chair today's meeting.

RESOLVED

That Mr Richard Blackhurst be appointed to Chair the meeting of the Board.

B.1410 Declarations of Interest

Mr Hill 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.

Mr L Butler declared an interest (as District Officer) in any matters concerning the District Officer.

Cllr Corney declared an interest in any planning matters as a member of Huntingdonshire District Council Planning Committee.

B.1411 Confirmation of Minutes

RESOLVED

That the Minutes of the Meeting of the Board held on the 11th May 2023 are recorded correctly and that they be confirmed and signed.

B.1412 Matters Arising

Upwood Common – Points 81-88

In response to Mr Wilkinson, the District Officer confirmed that the soil heaps had been moved sufficiently to allow access for this year's drain maintenance works although they had not been fully removed from the byelaw strip.

Roadway to Upwood Common Pumping Station

Mr Hill reported that the Middle Level solicitor had obtained plans from the land registry, which indicated that the land ownership on the watercourse side of the roadway went to the edge of the roadway, however, he considered this needed further investigation to properly clarify the matter.

Mr A Butler raised concerns over the ongoing issues with the overhanging trees, which could cause problems if the Board need to access HGV's to the pumping station at short notice. He raised the same concerns over the overhanging willow trees along the pump drain.

Mr Hill referred to the use of the roadway by Mr Ayres under licence and queried if this should be looked into. Mr Wagstaffe considered it appropriate to look at any conditions contained in the licence to see if these could be of benefit to the Board in resolving this matter.

Mr Blackhurst considered it maybe beneficial to meet Mr Ayres face to face to explain the issues faced by the Board.

RESOLVED

> That the Chairman be authorised to meet with Mr Ayres to discuss the issues of overhanging trees along the Boards roadway and the overhanging willow trees along the pump drain at Upwood Common Pumping Station and that he be authorised to take any further action as he considers appropriate.

Abbey Farm

Further to minute B.1358, Mr Hill reported that due to the confidential nature of the issues relating to the matter, it was necessary to pass a formal resolution to exclude the public.

RESOLVED

> That in pursuance of Section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded from the meeting when the above matters are considered by reason of the confidential nature of the business to be transacted.

Drain adjacent to Tesco's – point 28

Mr Hill reported that there had been little progress since the last meeting. He confirmed that the Middle Level solicitor has responded and provided all the information requested.

RESOLVED

> That the Board continue with action as previously authorised for the recovery from Tesco Stores of the calculated discharge costs.

Issues with rubbish and sewage discharge along Middle Drove, Ramsey Heights
Mr Hill reported that there was a multi-agency site meeting on 21st June 2023. The District Officer confirmed that no-one from the Board attended and that the general position at the site remains unchanged. Mr Cornwell reported that the Environment Agency class the pollution as low level and it was therefore unlikely that they would be taking any further action concerning this.

Mr Edwards reported on other actual and proposed development in the Middle Drove/Harpers Drove area.

B.1413 Constitution & Membership

Viz;

Provided by the Middle Level Commissioners		**Item No:**	**4**
Meeting:	**RAMSEY UPWOOD & GREAT RAVELEY IDB**	**Subject:**	**CONSTITUTION & MEMBERSHIP**
Date:	**Thursday 4th January 2024**	**Officer Responsible:**	**Polly Tombleson**

RECOMMENDATIONS

The Board is asked to:

A. Election Notice

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

Stuart Bedford, Thomas Bedford, Richard Blackhurst, Ashley Butler, Stuart Cornwell, Jason Edwards, Michael Lambert, Mike Mckenna, Andrew Roberts, Andrew Wagstaffe, Christopher Wilkinson, Leo Butler.

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. Determine whether there are composition changes and/or amalgamations it wishes to progress.

E. Reinforce the need for members to view all five ‘Good Governance’ videos.

F. 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	12	N/A		6
Actual	12	2 HDC	14	
Vacancies	0		0	

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

No	Name	Status (one of four categories)	Commentary
1	Stuart Bedford	Ratepayer	
2	Thomas Bedford	Ratepayer	
3	Richard Blackhurst	Ratepayer	Vice-Chair
4	Ashley Butler	Nominee of Ratepayer (J&H Edwards)	
5	Stuart Cornwell	Ratepayer	
6	Jason Edwards	Ratepayer	
7	Michael Lambert	Ratepayer	
8	Mike Mckenna	Nominee of Ratepayer (AG Reserves)	
9	Andrew Roberts	Nominee of Ratepayer (D C Roberts)	Chairman
10	Andrew Wagstaffe	Ratepayer	
11	Christopher Wilkinson	Ratepayer	
12	Leo Butler	Nominee of Ratepayer (J&H Edwards)	District Officer

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	J Clarke	HDC	Councillor
2	S Corney	HDC	Councillor
3			

1.6 All Members are reminded that 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	11/5/2023	05/1/2023	12/5/2022	6/1/2022
1	Stuart Bedford	Attended	attended	apologies	apologies
2	Thomas Bedford	apologies	attended	apologies	apologies
3	Richard Blackhurst	attended	apologies	attended	attended
4	Ashley Butler	apologies	attended	apologies	attended
5	Stuart Cornwell	attended			
6	Jason Edwards	attended	attended	attended	attended
7	Michael Lambert		attended		
8	Mike Mckenna	n/a	n/a	n/a	n/a

9	Andrew Roberts	attended	attended	attended	attended
10	Andrew Wagstaffe	attended	attended		
11	Christopher Wilkinson	attended	attended	attended	attended
12	Leo Butler	attended	attended	attended	

Attendance at Chairs Meetings

No	Name	6/10/2023	13/12/2022	12/4/2022	2/11/2021
1	Andrew Roberts	apologies	attended		attended

Appointed Members (current and previous)

No	Name (Council)	11/5/2023	5/1/2023	15/2/2022	6/1/2022
1	J Clarke (HDC)	apologies	attended	attended	attended
2	S Corney (HDC)		attended	apologies	attended
3					

3. Elections, vacancies & appointments

3.1 To consider the appointment of Chair, Vice-Chair & District Officer.

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.

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 0 of 14 Board Members have reported viewing all five videos.
To date 5 of 14 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

Election

Mr Hill reported that 2023 was an Election year and the following twelve Members were elected as Members of the Board for a period of 3 years from 1st November 2023.

S Bedford	L Butler	M McKenna
T Bedford	S Cornwell	A Roberts
R Blackhurst	J Edwards	A Wagstaffe
A Butler	M Lambert	C Wilkinson

Appointment of Chairman

RESOLVED

That Mr Andrew Roberts be appointed as Chairman

Appointment of Vice-Chair

RESOLVED

That Mr Richard Blackhurst be appointed as Vice-Chair

Appointment of District Officer

RESOLVED

That Mr Leo Butler be appointed as District officer

Composition & Amalgamations

Mr Hill reported that during the now Clerk's 10 months in his role as Clerk to the Boards, he had attended a number of meetings and taken stock of the way in which the Middle Level Commissioners were supporting Boards with the right paperwork to ensure they were providing clarity and consistency across Boards. He advised that with this in mind the Clerk considered the agendas needed a refresh to assist Members with the flow and make it easier for minutes of the meetings to be prepared to a better standard and in a timely manner.

Mr Hill advised that the Clerk having attended several Board meetings during the past year, it was evident that some Boards did not have as good attendance as others and were struggling in term of membership and governance. He added that the purpose of this agenda item was to assist in reporting this information to Defra in order to bring greater clarity around the strength of Boards in terms of membership. It was the Clerk's intention that those Boards that were struggling it may trigger conversations around whether they needed to consider amalgamating with neighbouring Boards.

Mr Hill reported that the agenda item would also encourage Members to think about training they may need to assist them with the important role they undertook on behalf of the Board and to consider whether there was any additional training they would like or required that wasn't facilitated through the ADA videos, that had been provided in the past. He added that if this was the case a conversation could be had as to whether the Middle Level Commissioners could support Boards with that or whether it was something the Board could arrange themselves.

B.1414 Governance

Internal Controls

Mr Hill reported that a schedule detailing the financial internal controls in place at the Middle Level Offices has been drawn up and is now on the Boards website pages.

The Board considered and approved the system of Internal Controls.

Risk Management

The Board considered and approved the Boards Risk Management Policy.

Mr Hill reported that the clerk was currently reviewing and updating the Boards Risk Management Strategy, and that it is proposed to present this at the next scheduled meeting of the Board for review and approval.

IDB1

Mr Hill referred to the completed IDB1 form for 2022/2023 which the Board noted and approved, viz;

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 £.

RAMSEY UPWOOD & GREAT RAVELEY INTERNAL DRAINAGE BORD

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. HUNTINGDONSHIRE DISTRICT COUNCIL	38,884
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	**38,884**

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		36,815
2. Special Levies		35,644
3. Higher Land Water Contributions from the Environment Agency		8,348
4. Contributions received from developers/other beneficiaries		
5. Government Grants (includes capital grants from EA and levy contributions)		
6. PSCAs from EA and other RMAs		
7. Loans		
8. Rechargeable Works		
9. Interest and Investment Income		
10. Rents and Acknowledgements		
11. Other Income		2,720
Total income		**83,527**
EXPENDITURE		
12. New Works and Improvement Works		
13. Total precept to the Environment Agency		5,333
14. Watercourse maintenance		24,146
15. Pumping Stations, Sluices and Water level control structures		21,008
16. Administration		7,709
17. PSCAs		
18. Rechargeable Works		
19. Finance Charges		
20. SSSIs		
21. IDB Biodiversity and conservation (other than item 20 expenditure)		400
22. Other Expenditure		241
Total expenditure		**58,837**

EXCEPTIONAL ITEMS		
23. Profits/(losses) arising from the disposal of fixed assets		
Net Operating Surplus/(Deficit) for the year		24,690
24. Developers Funds income not applied in year		26,225
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?).......... 2022

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

When was biodiversity last discussed at a Board meeting (date)?.......... 12/05/2022

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

SSSI water level management plans

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

If so, which ones:

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

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

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

Access to environmental expertise

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

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

Asset Management

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

ADIS	☐
Paper Records	☒
Other Electronic System	☒

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

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

27.3

How many pumping stations does the Board operate?

3

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

2.23 cumecs

Health and Safety

Does the Board have a current Health and Safety policy in place?	Yes ☒	No ☐
Does the Board have a responsible officer for Health and Safety?	Yes ☒	No ☐
Have there been any reportable incidents in the past year?	Yes ☐	No ☒

If so, please summarise in the box below:

Guidance and Best Practice

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

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

Governance ☒
Finance ☒
Environment ☒
Health, safety and welfare ☐
Communications and engagement ☐
Other (please describe) ☐

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

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

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

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

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

Has your Board adopted the following governance documents?

Standing Orders........Yes ☒ No ☐

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

Byelaws........Yes ☒ No ☐

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

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

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

Financial Regulations........Yes ☒ No ☐

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

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

Board membership and attendance

How many Board members (in total – elected and appointed) do you have on your IDB?	14
Seats available to appointed members under the Land Drainage Act 1991.	12
Number of elected members on the board at year end.	11
Number of appointed members on the board at year end.	2
Mean average number of elected members in attendance at each board meeting over the last financial year.	5
Mean average number of appointed members in attendance at each board meeting over the last financial year.	1

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

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

Complaints procedure

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

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

Public Engagement

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

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

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

2.06%

Section B: NOTES

Guidance and Best Practice

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

Board membership and attendance

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

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

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

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

Section C – Declaration

RAMSEY UPWOOD & GREAT RAVELEY INTERNAL DRAINAGE BOARD

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

Signature	S.S.Ablett
Date	17/10/2023
Name in BLOCK LETTERS	MISS SAMANTHA ABLETT
Designation	ASSISTANT TREASURER
Email address	sam.ablett@middlelevel.gov.uk

Exercise of Public Rights

Mr Hill referred to the publishing of the Notices 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.

Banking

Mr Hill referred to the changes to banking as previously reported and that currently sums were being invested on deposit for periods to gain additional interest, He reported that through the Middle Level offices there were around 18 such deposits and that the general principal was that the interest was tiered, with higher rates being available for larger sums and longer periods of investment. After discussion with the clerk, it was clear that if Boards 'pooled' investment sums it would be possible to obtain higher rates of interest for all Board's by investing the higher 'pooled' investments for longer periods of time.

Members considered the proposal and although accepted that the scheme would provide a higher return on the Board's balances, they had reservations about 'investing' the Boards balances in a 'third party name'.
In response to Mr A Butler, Mr Hill considered that there would not be any increased risk, as any deposits would be within the existing mandate/authorisation given by the Board.
In response to Mr Wagstaffe, Mr Hill gave a brief explanation how interest would be allocated between all participating parties.

In response to Mr A Butler, Mr Hill confirmed that the Boards existing banking accounts would continue to be operated and it would only be investment deposits which would be 'pooled'.

In response to Mr Blackhurst, Mr Hill reported that it was proposed to discuss this matter at a few Board meetings during the next couple of weeks to get the views/concerns from Boards and to then, if considered viable, draw up a proposal to send to all Board's. He confirmed that if this stage was reached, a formal 'Governance' document/policy would need to be drawn up.

RESOLVED

> That Members give this matter further consideration and that it be discussed further at the next scheduled meeting of the Board.

B.1415 Clerks Report

Mr Hill referred to the Clerk's proposals to review and refresh the services provided by Middle Level to Internal Drainage Board's to develop a 'Service Catalogue' over the next 12-18 months.

He referred to the development of IDB Key Health Indicators, which would help Board's better understand and proactively address their Key Risks and understand their relative health.

Mr Hill informed Members of the discontinuing support for the DRS software and the Middle Level request to be part of a team to scope any future system.

Mr Hill reported that the Association of Drainage Authorities proposed to increase subscriptions by 6.5% for 2024/2025. In response to Mr Blackhurst, Mr Hill confirmed that the subscription for 2024 would be £636, viz;

Provided by the Middle Level Commissioners		Item No:	6
Meeting:	**RAMSEY UPWOOD & GREAT RAVELEY IDB**	**Subject:**	**CLERK'S REPORT**
Date:	**Thursday 4th 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.

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 retuned 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

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 is 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.

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

RESOLVED

> That the Board subscribe to the Association of Drainage Authorities for 2024 at the increased cost of £636.

B.1416 Consulting Engineers Reports

Mr Blackhurst referred to the Engineers' comments at 3.2 – New developments and the use of SuDs, the Chair's concerns concerning the effectiveness of these and the proposal to use underground attenuation for the proposed development on land opposite Viscount Garage, St Mary's Road, Ramsey. He confirmed that the Chairman's view was that current systems do not operate effectively and the Board end up with all the water regardless, generally quicker than the design parameters. Members considered that current surface water design practices do not take into account exceptional weather conditions or the complex systems within the Fens.

Mr Hill reported that these issues have been raised by other Boards and that the Clerk has written to Michelle Sacks, Chief Executive at Huntingdonshire District Council to outline the issues being faced by drainage authorities and for the importance of a wider strategic approach to new development water management planning being essential, and that the Clerk had invited Michelle to attend a site visit to discuss these issues to find a common approach to deal with these problems.

Mr Corney supported the comments made and reported that without specific issues being raised for planning applications, it is difficult for the planning authority to raise objections. He referred to the general lack of responses from Middle Level. Mr Hill referred to drainage authorities not being statutory consultees regarding planning, which restrict their responses.

In response to Mr Blackhurst, Mr L Butler confirmed that water from the developed area reaches New Fen pumping station very quickly and that currently, the station had been running for 3 days continuous.

Mr Hill referred to the Board's Capital Programme and that the Consultant Engineer was currently looking to appoint Consultants to carry out a catchment study to identify improvements needed in the system. He reported that the Engineer had confirmed that a catchment study was a requirement to identify future potential grant aided improvement works and that funding has been identified to cover the full costs of the study through grant aid, viz;

Provided by the Middle Level Commissioners		Item No:	8
Meeting:	**RAMSEY UPWOOD & GREAT RAVELEY IDB**	**Subject:**	**CONSULTING ENGINEERS REPORT: CHIEF ENGINEER'S SUMMARY & CAPITAL PROGRAMME**
Date:	**Thursday 4 January**	**Officer Responsible:**	**Nicola Oldfield**

RECOMMENDATIONS

The Board is asked to:

A. Confirm the approach to reporting planning issues is acceptable for future reports.

B. Nominate two representatives to work with the Consulting Engineer to prepare a project brief for the System Study.

C. 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 on behalf of the Board and advising on and issuing discharge and byelaw consents. Where applicable a list of the planning, consent and soakaway 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 planning report as part of the Consulting Engineer's report. However, following an internal discussion it was considered that this has governance related implications and places a significant burden on the Board's Officers and/or the Clerk's Representative attending the Board Meeting. Therefore, a brief summary of the current issues has been provided.

The Board is asked to confirm if this approach is acceptable for future reports.

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 For the Ramsey, Upwood & Great Raveley IDB System Study, we have drafted a Project Initiation Form (PIF) for approval by the Board, included as Appendix 4. This briefly describes the perceived problem, aims and objectives of the study and will be used to provide a scope of work for appointing consultants. I will contact the Chair to arrange a meeting to review and finalise the PIF ahead of appointing consultants to work on 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.

The Board is asked to nominate two representatives to work with the Consulting Engineer to prepare a project brief in due course.

2.3 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 <u>Fen's Reservoir</u>

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.

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 (including Broughton and Ramsey) 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 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 have been invited to attend a meeting in December 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.

Concerns about the increased flooding within the Bury Brook catchment, which has a significant impact on the water level management and flood risk within Ramsey and the surrounding area, continue to be received.

3.2 Summary of Key Planning Issues

New developments and the use of SuDS

Concern has recently been raised by the Board's Chair concerning the effectiveness of the SuDS recently installed to serve new developments in Ramsey including Wagstaffe Way/Carver Way (Vistry Homes); North Station Close (Seagate Homes) and Kingfisher Way/Heron Road & Teal Close (Accent Homes). Concern was also raised about future development within the surface water drainage arrangements for Ramsey Business Park – see below.

As discussed in the last Meeting Report It is also 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.

Ramsey

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

Tesco Stores Ltd site
The Clerk to report.

Mixed Use development on land opposite Viscount Garage, St Mary’s Road – Abbey Properties Cambridge Ltd (MLC Ref No 210, 225 & 278); Client of Amazi Consulting Ltd (MLC Ref No 300); MJS Construction (March) Ltd (MLC Ref No 359) & Greystoke Land (MLC Ref Nos 278, 300, 354, 357, 359, 402 & 403)

Further to the last Board Meeting Report, a site meeting attended by relevant parties with the Commissioners’ Planning Engineer representing the Board viewed the site and discussed the various issues.

During the meeting it was explained that initially the estate roads would be installed together with the drainage for the roads and individual plots, which would be developed at a later date.

The layout of the estate roads, plots and drainage, using storage crates similar to those utilised at the Accent Homes site, can be seen on Cannon Consulting Engineers’ Drawing No Y641-PL-SK-350 Rev – (see Appendix 3). The system has been designed with a discharge rate of 2.0l/s/ha.

Concerns have been raised about the use of storage crates and permeable paving and their long term integrity has been questioned given the combination of poor soil conditions and the regular imposed loads of HCVs and other heavy and large vehicles, which will lead to settlement of the ground disrupting the storage crates and cause surface deformation including the lifting of blocks; the materials being used on site, sands, gravels and cement, which unless regularly maintained, will simply seal the surface to form an impermeable layer. These will negate the efficiency of the sustainable systems and potentially become liabilities.

The developer stressed that it is keen to commence works on site but the District Council requires the Board’s “approval” to the proposed drainage arrangements. The submitted documents are currently the subject of an internal review being undertaken by the Commissioners.

The Board’s Chair has requested the provision of a suitable “on/off loading – laydown” site and access through the site, thus negating the need for long circuitous journeys to gain specific access to the adjacent District Drain and this will be requested during future consultation.

4. Capital Programme

4.1 The Boards’ Capital Programme is shown in Appendix 1.

4.2 In terms of FCRM Grant-in-Aid (FCRM GIA) from the Environment Agency, we have identified an allocation to undertake a Catchment Study to identify any improvements needed in the system. This is currently 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.

Author Name: Nicola Oldfield
Role: Chief Engineer

Appendix 1: Capital Programme
Appendix 2: List of applications responded to since last report
Appendix 3: Cannon Consulting Engineers Drawing No. Y641-PL-SK-350 Rev. –
Appendix 4: Project Initiation Form

Appendix 1

Ramsey Upwood & Great Raveley Internal Drainage Board														
Capital Improvement Programme (2022/2023)		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
Green Dyke p/s	Pumping station replacement	0	0.0	0.0	1,007.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1007.0
	Pumping station pumping and control equipment 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 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	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
New Fen p/s	Pumping station replacement	0	0	0.0	0.0	0.0	750.0	0.0	0.0	0.0	0.0	0.0	0.0	750.0
	Pumping station pumping and control equipment 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 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	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
Upwood Common 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	700.0	700.0
	Pumping station pumping and control equipment replacement	0.4	0	0.0	0.0	0.0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	5.4
	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	5.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	5.0
	Pumping station compound/surrounds improvements	0	0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Drainage Channels	Upwood Common/Green Dyke catchment	0	0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0
	Refurbishment of inlets/outfalls	0	0	0.0	10.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	10.0
		0	**0**	**0**	**1,027**	**5**	**750**	**5**	**0**	**0**	**0**	**0**	**700**	**2,487**

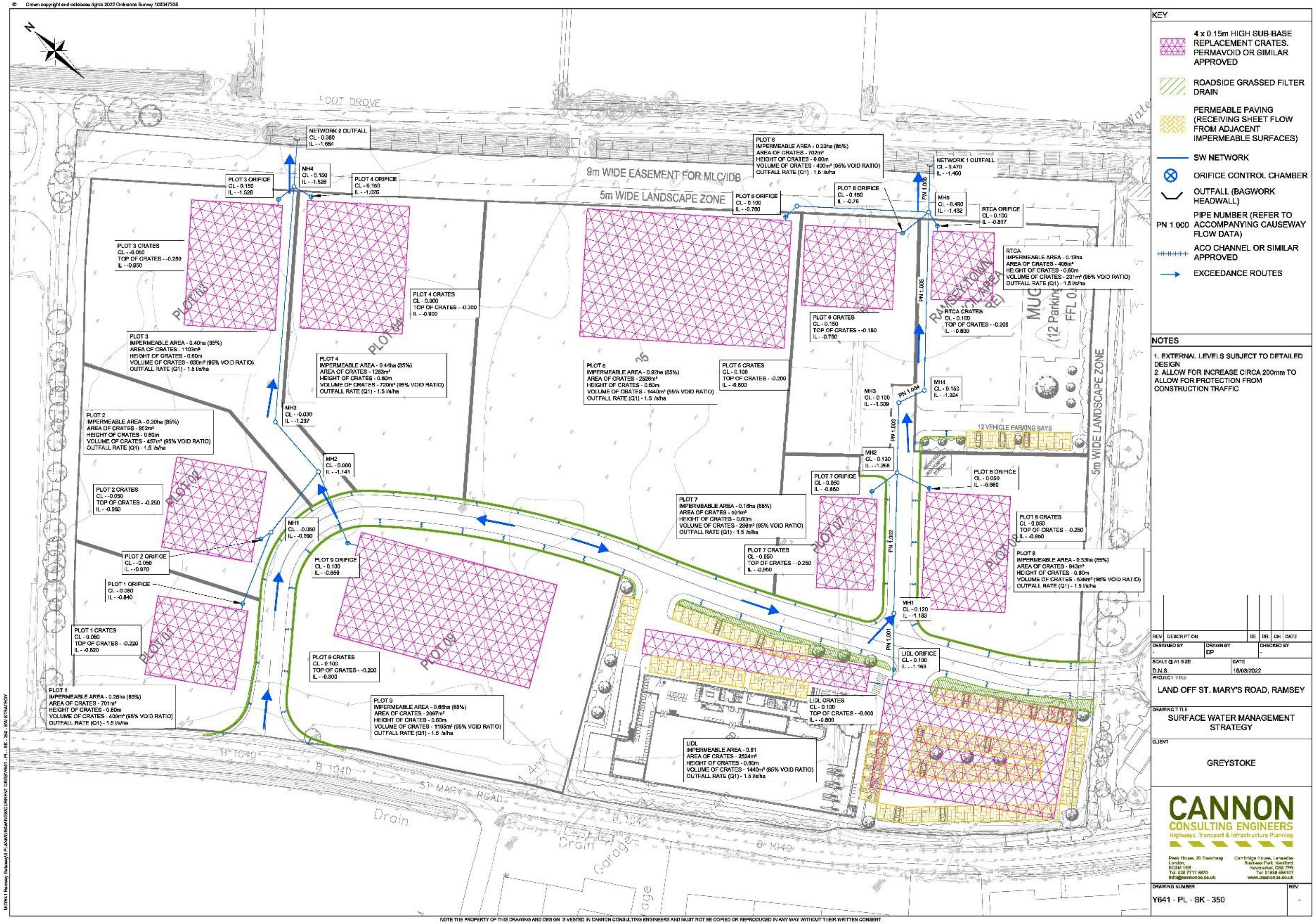
Appendix 2

Planning Applications

MLC Ref.	*Council Ref*	*Applicant*	*Type of development*	*Location*
410	H/22/01916/OUT	Mr Cripps	Residence	St Marys Road, Ramsey St Marys
411	H/23/00546/HHFUL	Mr & Mrs Bloomberg	Residence (Extensions)	Ugg Mere Court Road, Ramsey Heights
412	H/23/80238/COND	Team C Properties Ltd	Residential (2 dwellings)	Ugg Mere Court Road, Ramsey Heights
413	H/23/01681/OUT	Mr & Mrs Parish	Residence	Ugg Mere Court Road, Ramsey Heights

There have been no applications for Byelaw Consent, Discharge Consent or Soakaways since the last meeting.

Appendix 3



KEY
4 x 0.15m HIGH SUB-BASE REPLACEMENT CRATES. PERMAVOID OR SIMILAR APPROVED
ROADSIDE GRASSED FILTER DRAIN
PERMEABLE PAVING (RECEIVING SHEET FLOW FROM ADJACENT IMPERMEABLE SURFACES)
SW NETWORK
ORIFICE CONTROL CHAMBER
OUTFALL (BAGWORK HEADWALL)
PN 1.000 PIPE NUMBER (REFER TO ACCOMPANYING CAUSEWAY FLOW DATA)
ACO CHANNEL OR SIMILAR APPROVED
EXCEEDANCE ROUTES
NOTES
1. EXTERNAL LEVELS SUBJECT TO DETAILED DESIGN
2. ALLOW FOR INCREASE CIRCA 200mm TO ALLOW FOR PROTECTION FROM CONSTRUCTION TRAFFIC
9m WIDE EASEMENT FOR MLC/IDB
5m WIDE LANDSCAPE ZONE
FOOT DROVE
12 VEHICLE PARKING BAYS
ST MARY'S ROAD
B 1040
Drain
PLOT 01
PLOT 02
PLOT 03
PLOT 04
PLOT 07
PLOT 09
PLOT 1 IMPERMEABLE AREA - 0.26ha (85%) AREA OF CRATES - 701m² HEIGHT OF CRATES - 0.60m VOLUME OF CRATES - 400m³ (95% VOID RATIO) OUTFALL RATE (Q1) - 1.5 l/s/ha
PLOT 2 IMPERMEABLE AREA - 0.30ha (85%) AREA OF CRATES - 802m² HEIGHT OF CRATES - 0.60m VOLUME OF CRATES - 457m³ (95% VOID RATIO) OUTFALL RATE (Q1) - 1.5 l/s/ha
PLOT 3 IMPERMEABLE AREA - 0.40ha (85%) AREA OF CRATES - 1103m² HEIGHT OF CRATES - 0.60m VOLUME OF CRATES - 620m³ (95% VOID RATIO) OUTFALL RATE (Q1) - 1.5 l/s/ha
PLOT 4 IMPERMEABLE AREA - 0.44ha (85%) AREA OF CRATES - 1283m² HEIGHT OF CRATES - 0.60m VOLUME OF CRATES - 720m³ (95% VOID RATIO) OUTFALL RATE (Q1) - 1.5 l/s/ha
PLOT 5 IMPERMEABLE AREA - 0.92ha (85%) AREA OF CRATES - 2526m² HEIGHT OF CRATES - 0.60m VOLUME OF CRATES - 1440m³ (95% VOID RATIO) OUTFALL RATE (Q1) - 1.5 l/s/ha
PLOT 6 IMPERMEABLE AREA - 0.23ha (85%) AREA OF CRATES - 702m² HEIGHT OF CRATES - 0.60m VOLUME OF CRATES - 400m³ (95% VOID RATIO) OUTFALL RATE (Q1) - 1.5 l/s/ha
PLOT 7 IMPERMEABLE AREA - 0.18ha (85%) AREA OF CRATES - 501m² HEIGHT OF CRATES - 0.60m VOLUME OF CRATES - 298m³ (95% VOID RATIO) OUTFALL RATE (Q1) - 1.5 l/s/ha
PLOT 8 IMPERMEABLE AREA - 0.33ha (85%) AREA OF CRATES - 943m² HEIGHT OF CRATES - 0.60m VOLUME OF CRATES - 536m³ (95% VOID RATIO) OUTFALL RATE (Q1) - 1.5 l/s/ha
PLOT 9 IMPERMEABLE AREA - 0.68ha (85%) AREA OF CRATES - 2097m² HEIGHT OF CRATES - 0.60m VOLUME OF CRATES - 1195m³ (95% VOID RATIO) OUTFALL RATE (Q1) - 1.5 l/s/ha
RTCA IMPERMEABLE AREA - 0.13ha AREA OF CRATES - 406m² HEIGHT OF CRATES - 0.60m VOLUME OF CRATES - 231m³ (95% VOID RATIO) OUTFALL RATE (Q1) - 1.5 l/s/ha
LIDL IMPERMEABLE AREA - 0.81 AREA OF CRATES - 2524m² HEIGHT OF CRATES - 0.60m VOLUME OF CRATES - 1440m³ (95% VOID RATIO) OUTFALL RATE (Q1) - 1.5 l/s/ha
NETWORK 1 OUTFALL CL - 0.470 IL - -1.460
NETWORK 2 OUTFALL CL - 0.380 IL - -1.664
PROJECT TITLE LAND OFF ST. MARY'S ROAD, RAMSEY
DRAWING TITLE SURFACE WATER MANAGEMENT STRATEGY
CLIENT GREYSTOKE
DESIGNED BY DRAWN BY DP CHECKED BY
SCALE @ A1 SIZE N.T.S. DATE 16/03/2022
CANNON CONSULTING ENGINEERS Highways, Transport & Infrastructure Planning
DRAWING NUMBER Y641 - PL - SK - 350
NOTE THE PROPERTY OF THIS DRAWING AND DESIGN IS VESTED IN CANNON CONSULTING ENGINEERS AND MUST NOT BE COPIED OR REPRODUCED IN ANY WAY WITHOUT THEIR WRITTEN CONSENT

Project Initiation Form

Board name	Ramsey Upwood & Great Raveley IDB
Project name	RUGR System Study
Project no.	[To be inserted by Consulting Engineer]
Doc Ref.	[To be inserted by Consulting Engineer]
Report/MA reference	Consulting Engineer report in minutes 5th Jan 2023

Description of requirements

Project details			
Description of the problem			
Greendyke Pumping Station needs to be replaced.			
Timescales/Priority	Urgent		
Dependencies			
Hoping to obtain 100% grant but is possible that only 80% or less may be approved. For schemes over £500,000 the EA requires consideration of the whole catchment rather than just the asset seeking the grant, as part of the project appraisal. Following completion of the study, Greendyke PS works could start in 2025/26 (Current replacement cost estimate £2.1m)			
Constraints			
Some road improvements may also be needed. District is adjacent to Woodwalton Fen Nature Reserve and flood storage reservoir and may require high level of impact assessment and consenting from Natural England for any works arising from the study. Woodwalton Fen Alternative Storage – an ongoing study to identify potential alternative flood storage sites.			
Governance and key contacts			
Delegated Board Member	[Who the Board has delegated decision making to and who is the Board's key contact]		
Date of delegation	[Date/meeting]		
MLC Engineer			
Reporting requirements			
Frequency of reports	[e.g. monthly update to the Chairman]		
Process	[e.g. By phone/email/Highlight Report]		
Tolerances	[e.g. notify key contact if cost increases by 20%/delay of 6 months]		
Benefits and funding [To be inserted by Consulting Engineer]			
Budget estimate	£75k		
Anticipated Outcome Measures (OM2)	7	Potential GiA (%)	TBC [From PF calc (revision)]
Funding source	[e.g. FDGiA/Public Works Loan]		

Approvals

No work is to proceed until the Chief Engineer has confirmed availability of resources/proposed timescales and Board approvals have been received below:

Name	**Title**	**Signature**	**Date**
	Chief Engineer		
	Delegated Board Member		

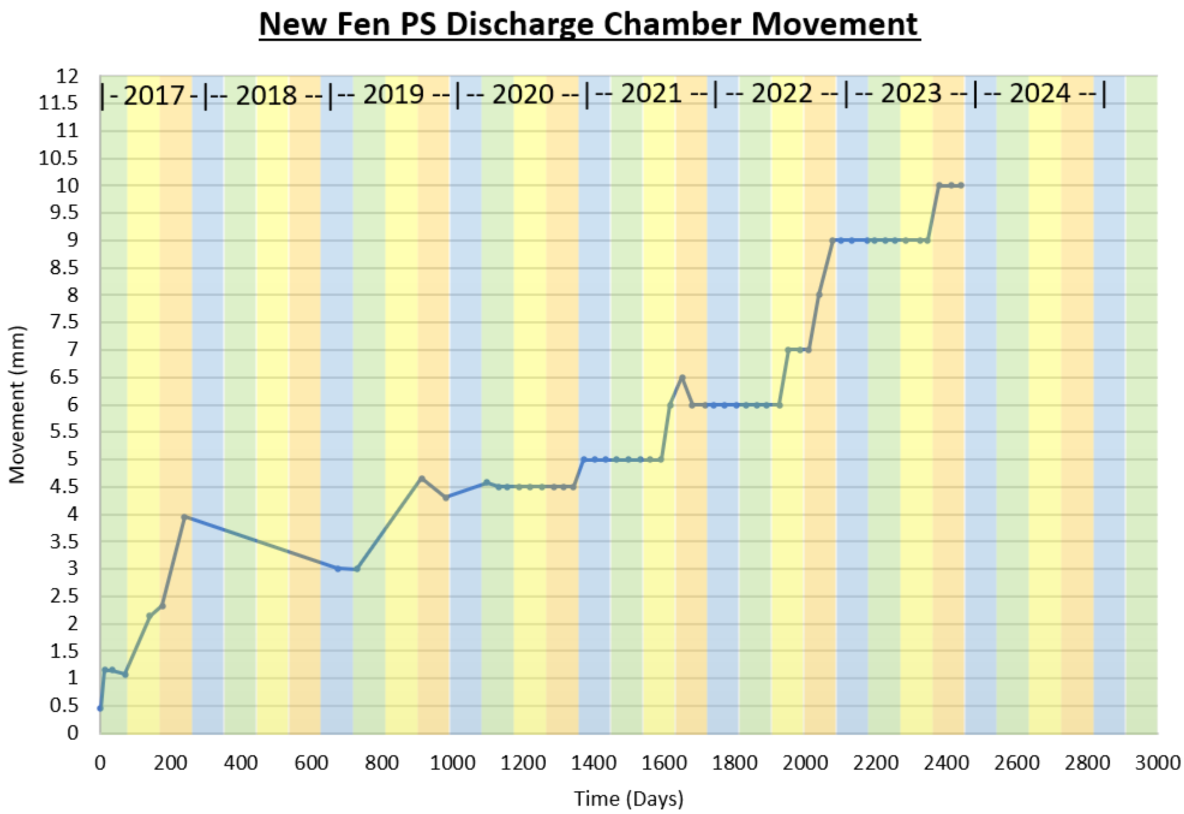
Provided by the Middle Level Commissioners		Item No:	8
Meeting:	**RAMSEY UPWOOD & GREAT RAVELEY IDB**	**Subject:**	**CONSULTING ENGINEERS REPORT: MECHANICAL & ELECTRICAL**
Date:	**Thursday 4 January 2024**	**Officer Responsible:**	**Dave Bantoft**

1. M&E key messages and advice

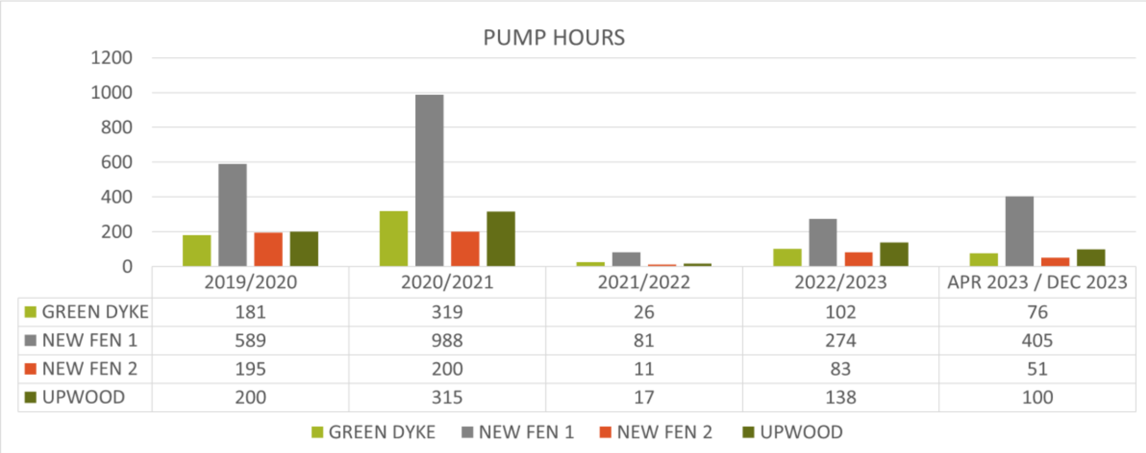
1.1 Other than the matters described below or previously reported, only routine maintenance has been carried out since the last meeting and the pumping plant at each of the stations is mechanically and electrically in a satisfactory condition. The stations, pumps and control panels are at an age where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

1.2 **Upwood Common Pumping Station**
The pump noise was investigated with the District Officer and the motor and thrust bearings lubricated. No immediate issue was found, the thrust bearing will continue to be monitored. These bearings can often be changed with the pump in situ. The District Officer has reported that since the machine cleansing of the drain the pump operates more efficiently. It can run for longer periods of time without stopping and starting which was caused by the level reducing quickly at sump as water was not flowing easily to the station.

1.3 **New Fen Pumping Station**
The pump noise was investigated with the District Officer and the motor and thrust bearings lubricated. The motor drive coupling on pump 1 had moved and was realigned and retightened and will continue to be monitored. The surge chamber continues to show movement, which can be seen on the following graph, albeit 1mm since the last meeting.



2. Pumping summary



3. Inspections

3.1 ElCR Test and Due dates as below.

Ramsey Upwood & Great Raveley	Green Dyke	12-Jul-2022	12-Jul-2027
Ramsey Upwood & Great Raveley	New Fen	12-Jul-2022	12-Jul-2027
Ramsey Upwood & Great Raveley	Upwood Common	12-Jul-2022	12-Jul-2027

Author Name: Dave Bantoft
Role: M&E Engineer

RESOLVED

i) That Mr Andrew Roberts be authorised as the delegated Board Members on the Project Initiation Form
ii) That the Capital Programme be approved in principal and that it be updated following the conclusion of the Catchment Study
iii) that the Clerk and Engineer be made aware of the Boards concerns over the use of attenuation systems and the engineer convey these concerns when dealing with planning applications
iv) That the report be approved.

B.1417 Health & Safety

Mr Blackhurst reported that the Chairman has regular meetings concerning Health & Safety with the District officer and there are inspections/reports on a regular basis from the Board's Health & Safety Consultants. He confirmed that all actions/recommendations made by the Health & Safety consultants had been actioned and there were no issues currently outstanding.

B.1418 Environment Officers Report

Mr Hill reported that the lack of a written report for this meeting from the Environment Officer was due to her priority being focussed on the Middle level Bank Raising Scheme – he informed Members that part of these works is to put Environmental/Conservation process and procedures in place, which will then subsequently provide benefits to all IDB's. He encouraged the Board to consider appointing an Environmental representative, similar to the Board's Health & Safety representative.

B.1419 District Officers Report

The District Officer reported that there has been an unconsented culvert installed along Harpers Drove and he has made arrangements for a site inspection next week with Mr Convine from the Middle Level Commissioners. He referred to bank slips alone section 81 – 88, which he considered was due to goats from Mr Crump accessing the watercourse due to insufficient fencing and water run-off from the roadway as a result of gulleys cut out by Mr Ayres. Members discussed the condition of roadways and Mr A Butler raised concerns over the condition of the roadway to Green Dyke pumping station, which he considered would restrict access by HGV.

The District Officer raised concerns that the Board were not looking forward enough for future resilience, particularly in his role as District officer. He did not think it likely that there was a current successor for this role. He thanked Mr A Butler for his help and assistance, without which he would not be able to carry out all duties.

Mr Wagstaffe referred to the annual use of a weed bucket on district drains on other Boards, which helped keep drains clear and reduced the build up of weed/reeds at pumping stations and queried if this policy would be of benefit for the Board.
Mr Blackhurst queried if the Board should be looking at further automation at pumping stations with the installation of automatic weedscreen cleaning equipment.

RESOLVED

i) That the District Officer be authorised to inspect the unconsented culvert at Harpers Drove and to take any further action as he considers appropriate.
ii) That the Chairman and District Officer be authorised to have site meetings with Mr Crump and Mr Ayres to discuss the bank slips along section 81 – 88 and to take any further action regarding this as they consider appropriate.
iii) That the Engineer be informed of the Board's requirement for greater automation at pumping stations when carrying out the catchment study.
iv) Members give consideration to the use of a weed bucket on district watercourses and this matter be discussed further at the next scheduled meeting of the Board.

Mr A Butler & Mr L Butler declared an interest in the roadway referred to in this item.

Mr Blackhurst, on behalf of the Board thanked Leo & Ashley for all their work in maintaining the district system in these challenging circumstances, which is very much appreciated.

<u>B.1420 Finance – Looking Back</u>

<u>Completion of the Annual Accounts and Annual Return of the Board 2022/2023.</u>

a) The Board considered and approved the comments of the Auditors on the Annual Return for the year ended on 31st March 2023, viz;

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

The Clerk
Ramsey Upwood & Great Raveley Internal Drainage Board
85 Whittlesey Road
March
Cambridgeshire
PE15 0AH

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

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

Announcement made by: P Burrows - Clerk to the Board

Date of Announcement: 25th August 2023

Annual Internal Audit Report 2022/23

RAMSEY UPWOOD & GREAT RAVELEY INTERNAL DRAINAGE BOARD

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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

15/05/2023 17/05/2023 18/05/2023

Name of person who carried out the internal audit

WHITINGS LLP

Signature of person who carried out the internal audit R. BEECH – WHITINGS LLP

Date 18/05/2023

***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:

RAMSEY UPWOOD & GREAT RAVELEY INTERNAL DRAINAGE BOARD

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

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

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

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

11/05/2023

and recorded as minute reference:

B.1405

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

Chairman

Clerk

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Section 2 – Accounting Statements 2022/23 for

RAMSEY UPWOOD & GREAT RAVELEY INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	246,472	250,868	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	68,602	72,459	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	6,639	11,068	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	0	0	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	70,845	58,837	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	250,868	275,558	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	239,875	264,908	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	1,770,000	1,770,000	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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 3rd May 2023

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

11/05/2023

as recorded in minute reference:

B.1407

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

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

In respect of **Ramsey, Upwood and Great Raveley Internal Drainage Board – DB0080**

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	21/08/2023

b) The Board considered and approved the Audit Report of the Internal Auditor for the year ended on the 31st March 2023,viz;

Whitings
Chartered Accountants LLP
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 Cater FCA, Christopher D Ridgeon FCCA, Andrew P Winearls FCA, Ian G C Piper FCA, Andrew R Band FCA, Trina J Nunn FCA, Keith J Day FCCA, Amanda E Newman FCA, Paul M Jefferson FCA, Jonathan P Moore ACCA, Nicholas Edgley CTA, Stephen D Mattin ACA
ASSOCIATES
Richard A Alecock ATT, Ben Beech ACA, Scott R Bishop FCA, Hannah R Widley ACA, Mike Blacklodge CTA, Jamie King ACA
PRACTICE MANAGER
Janet S Fenwick

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BURY ST EDMUNDS | ELY | KING'S LYNN | MARCH | MILDENHALL | 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 strong 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 taking 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."

Our arrangement worked fine until the (first) crash around 2008 – at this time interest rates plummeted below our arrangement rate – specifically, under the terms of the arrangement we could have been required to pay the bank for looking after our money. The arrangement was changed to retain free banking, but as with all accounts interest was minimal.

During last financial year our bankers started taking more of an interest in the number of client premium accounts they had across the country and were surprised with the number held in March. The use of such accounts is for very specific purposes which we as an organisation do not qualify and alarm bells were ringing with the bank that they were operating outside of all banking standards/regulations. We were notified that as a result of this the accounts would need to be closed and other accounts opened. This would involve a basic current account and an interest bearing second account – transfers to be made between the two for cash flow purposes. We made the bank aware of our concerns about transferring accounts with regards to the payment of direct debits and the collection of rates by direct debit, payment by ratepayers etc for which our account details were with many suppliers/customers and we did not want to go down the route of having payments/receipts rejected and details having to be re-registered with all parties.

While this was being put in place we had a general increase in interest rates but as previously advised we now have started to rationalise the arrangements – there will be some fine tuning required but currently the process is a standard current account for normal payments/receipts and an interest-bearing account. Additionally, balances can be transferred for deposit/investment.

We are currently making treasury deposits for individual Boards but need to manage this with specific cash flow requirements while also making consideration to having balances available for potential event situations requiring immediate cash. We will be monitoring additional staff time required to manage this while discussing matters further with our bankers.

6. Rental of Land

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

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

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

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,

Whitings LLP

Highland Water

Mr Hill reported that claims had been submitted to the Environment Agency and after discussions concerning the makeup of the claims, they had been paid in full. In response to Mr Blackhurst, Mr Hill confirmed that the claims included the works programmed on the Catchwater Drain for 2023/24 and that the full payment received was around £7,000 with the payment for the 2023/24 works being 80% of the estimate.

B.1421 Finance – Looking Forward

Precept to the Environment Agency

Mr Hill reported that the Anglian (Great Ouse) RFCC meeting had approved an additional 1% on top of the 2% annual increase to Internal Drainage Boards precepts for the year ended 31st March 2025, giving a recommended increase of 3%.

Budget Monitoring 2023/2024

Mr Hill referred to the schedule and confirmed he had reviewed the figures with the Chairman, at which point they had considered the forecast reasonable.
He considered that currently most areas of expenditure were likely to be in line with the forecast but recent rainfall events would likely increase the Boards pumping costs beyond the forecast. He referred to the inclusion of around £18,000 in the budget for future works, which, if needed could be utilised to 'balance the budget'.
Members accepted the position in that they had no control over weather patterns and would be required to do all they could to provide effective drainage to the district, viz;

RAMSEY UPWOOD AND GREAT RAVELEY INTERNAL DRAINAGE BOARD
BUDGET MONITORING 2023/2024

		Approved budget 2023/2024 £	Actual to 31.11.2023 £	Forecast to 31.03.2024 £
1	Rates and Insurances	1,775 A	1,209	1,500
2	Repairs and renewals	5,700	3,400	5,700
3	Fuel	20,500 B	5,704	21,500 C
4	Drainworks (including District Officer's fee)	26,600	6,228 D	26,500 E
5	Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising, Association of Drainage Authorities subscriptions etc	8,450	3,647	8,350
6	Environment Agency Precept	5,493	5,493	5,493
7	Plant refurbishment funding	18,139 F	13,600 F	18,139 F
		86,657	39,281	87,182
	LESS Government grant, Deposit Accounts interest etc	8,184	8,557 G	10,435 H
		78,473	30,723	76,747

Remarks

A - Includes estimate for increased premiums

B - Provision based on 5 year average and increased for new contract rates & standing charges

C - Estimated on previous years pumping patterns

D - Includes for :-

Flail mowing & tree cutting	3,442
Slubbing	0
	3,442

E - Includes for :-

Flail mowing & tree cutting	9,000
Slubbing	12,000
	21,000

F - Future works at pumping stations

G - Includes for:
Full highland water claim receipt

H - Includes for:
Full highland water claim receipt
Bank interest

Estimated General Fund

Open balance	175,428	175,428	175,428
Rates raised	78,473	68,508	78,473
Net expenditure	78,473	30,723	76,747
transfer of surplus		0	
Close balance	175,428	213,212	177,154

Does not include provision for replacement of Green Dyke pumping station

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

B.1422 Date of next Meeting

Wednesday 8th May 2024 – Inspection 10am followed by Lunch (1pm) then Meeting (2pm).

……………………………………
Chairman

…………………………
Date