CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

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Administered by:

13th June 2025

Dear Board Members

Upcoming meeting of the Board

~~Wednesday 25th June 2025~~

Thursday 26th June 2025

Please find overleaf the agenda for the meeting of the Board to be hosted at the via TEAMS at 9.00am on rescheduled date - Thursday 26th June 2025.

The link for this meeting was emailed on 10th June 2025.

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

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

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

Yours truly

P BURROWS, FCIWEM C.WEM CEnv

Clerk to the Board

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

~~Wednesday 25th June 2025 at 10.15am~~

Thursday 26th June 2025 at 9am

Via TEAMS

Agenda:

Item No	*Topic*	*Format*	*Lead*
1	Welcome & apologies	Verbal	Chair
2	Declarations of Interest	Verbal	Chair
3	Minutes of last meeting and matters arising	Pages 3 - 13	Chair
4	Governance • Risk Management Assessment/Strategy • Insurance • Consideration of potential litigation, liabilities, commitments • IDB1 • Annual Governance Statement	Pages 14 - 16 Pages 17 - 27 Page 28	
5	Finance Report • Finance Officer's Review • Budget review • Payments for 2024/2025 • Annual Accounts and Finance papers 2024/2025 • Annual Return 2024/2025	Page 29 Page 30 Page 31 Pages 32 – 35 Page 36	Clerk
6	Date of Next Meeting – Monday 2nd March 2026 at 7pm at The Crown Lodge	Verbal	Chair
7	Any other business	Verbal	Chair

(NB: If required for any agenda item:

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

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

At a Meeting of the Churchfield Internal Drainage Board
Held at the Crown Lodge, Outwell on Monday 3rd March 2025

PRESENT

S Calton (Chair)	P Cutting
P Allen	K Harrison (KLWN)
G Boyce	D Lunn
B Carr (KLWN)	J Lunn
C Crofts (KLWN)	C Rose (KLWN)

Mrs Ruth Martin representing the Clerk was also in attendance.

Welcome and Apologies

The Chairman welcomed everyone to the meeting and introduced Mrs Ruth Martin to the Board.

Apologies for absence were received from Michael Fairey and Dale Boyce.

No apologies had been received from Julian Kirk and no Board members had been contacted by him.

The Chairman advised that a former Board member, Mr Peter Dorling had recently passed away and that some Board members had represented the Board at his funeral today. The Chairman reflected on the many years of service that Mr Dorling had given to the Board.

B.1232 Declarations of Interest

The Chairman 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 Rose and Mr Crofts declared interests (as councillors of The Borough Council of Kings Lynn and West Norfolk) in matters relating to planning applications.

All Members advised that they would make any other Declarations as the meeting progressed.

B.1233 Minutes of last meeting and matters arising

The Chairman advised the Board that two meetings were held last year, with the second meeting in June to set the budget a regulatory requirement. The minutes in the agenda were for the March meeting, although the Chairman asked if in future the minutes for both meetings could be included with the agenda.

The Chairman advised that the original problem at Townley Close / Upwell Medical Centre has been resolved. However there has been further flooding which the Chairman thinks is due to 5 new houses being built in New Road. Mr Rose thought that this was a problem with a non-board drain. The Chairman advised that this would be a riparian owner responsibility, although the new section of ditch is helping. Mr Rose advised that comments had been made in the Council planning meeting earlier that day, although the Chairman said that he was happy that the original problem has been resolved

RESOLVED

> That the Minutes of the Meeting of the Board held on the 25th June 2024 are recorded correctly and that they be confirmed and signed.

B.1234 Constitution & Membership

Attendance

The Chairman expressed satisfaction with the level of attendance.

Election

Mrs Martin reported that the term of office of the Members of the Board will expire on 31st October 2025. Mrs Martin advised Board members that they will receive an election notice during July or August and reminded them to ensure that this is returned as soon as possible and before 31st October 2025.

Training

Mrs Martin asked that if any members have viewed the videos please could they let Polly in the office know so that the training records could be updated.

B.1235 Clerk's Report

The Chairman outlined the content of the Clerk's report, reviewing the items in the report. Mrs Martin then drew out some items for further discussion.

i) Planning and consenting charges

Mrs Martin advised that since the report was written the Middle Level Executive Committee has met and advised that they wish to implement the revised charging structure as soon as possible. This will now be considered at the next Commissioners meeting on 30th April after which the intent is that model will be implemented. The Board was asked if they delegate acceptance of this model to the Chair pending the outcome of the Commissioners meeting. This was agreed by the Board

The Chairman added that it had been the intention of this Board to carry out their own planning and consenting checks, but as things have progressed this has not been implemented.

RESOLVED

To delegate the acceptance of the model to the Chair.

ii) Highland water and IDB Precept

Although this Board does not have a highland and therefore no highland water claims, Mrs Martin outlined the issues being faced by other Boards. She advised that the IDB Precept had increased by 2% this year, and that the Clerk was considering whether an appeal should be lodged, and if this would have greater gravitas if this were on behalf of all the Boards that he administers.

RESOLVED

The Board agreed to delegate the decision on whether to appeal the IDB Precept (under s40 of the Water Resources Act) to the Clerk in conjunction with the Chairman. Any appeal must be lodged within 6 weeks of formal notification.

iii) Fens Reservoir

Although this Board are not directly impacted by the scheme, all IDBs that gravity outfall or pump into the Middle Level watercourses have an interest and Mrs Martin reminded the Board of this. She advised that the Middle Level Commissioners will be working with Anglian Water over the coming months in their development of the Development Consent Order, and MLC need to secure specific delegation authority from the Board in readiness for this. Therefore, the Board are asked to approve that they act as one with the Commissioners and other impacted IDBs, and to provide the relevant authorisations for staff and consultants. The Board are also advised that the Fens Reservoir DCO may need to overwrite/disallow existing statutory powers held by the Board, and that decision making on this is delegated to the Clerk and Chairman/Vice Chairman.

The Chairman added that he thought Anglian Water now seem to be coming to a fairly stable plan and that it looks like MLC are having much more to say, and that this Board need to be a part of this.

RESOLVED

> That the Board act as one with the Middle Level Commissioners and other impacted IDBs. Therefore, the Middle Level Commissioners staff, consultants and legal service provider are authorised to act on behalf of and represent the Board.
>
> Acknowledge that the Fens Reservoir DCO may need to overwrite/disallow existing statutory powers held by the Board and delegate the decision making on this to the Clerk, engaging with the Chairman/Vice Chairman as he sees fit.

B.1236 Environment Officers' Report

The Chairman asked if all members had seen the report which had been circulated earlier that day, to which they all confirmed they had.

Some discussion followed regarding the benefits and importance of the ecological services, and the Chairman advised that he would be meeting with Sofi Lloyd, the MLC Environment and Ecological Services Manager, on the 10th March to carry out the BAP visit. Ms Lloyd acts as the Boards Environment Officer. The Chairman will also take this opportunity to discuss the services with Ms Lloyd.

Mrs Martin drew the Boards attention to certain elements of the report, including the advice regarding Hedgerow Regulations, the use of the request form for non-routine works; licenced supervision working around badger setts; and the Board's culverting policy. She also reminded the Board of the protection that the Environment Officer provides the Board.

The Chairman advised that the Board are effectively legally responsible for running a public authority, and that he appreciated the Environment Officer's advice regarding changes in legislation and other guidance.

The Board agreed that they had read and understood the Environment Officers report.

Mrs Martin reminded a Board Representative will be required to attend a biodiversity training day. The Chairman advised that he will attend but that if he were unable to, he would be asking another Board Member to attend.

B.1237 Chairman's Items

The Chairman advised that he had nothing specific to report at this point, but that he would continue to provide any relevant information if any points were raised during the meeting.

B.1238 Consulting Engineers' Reports

The Chairman went through the Consulting Engineers report and the Board discussed the items contained therewith.

The Chairman reminded the Board of the previously agreed Acute Drainage Areas and hopes that this gives more input into planning. He asked if last year's exceptional rainfall should be treated as the norm, although it didn't really affect this Board and the District Officer did not identify any issues. He thought that the section from Stonehouse Road to Blunts Drove gave the most problems. Mr D Lunn asked if the Board could make residents remove the piped lengths in this section, but the Chairman advised that as they were consented when installed that this would not be possible. He added that there is a section under Spiking's Cottage that is full of willow roots, and it is probably only a 6" diameter pipe. Mr Harrison advised that he had observed that when flailing this section, the debris is pushed back into the pipe and not cleared, causing a further blockage. The Chairman advised that he would ask the District Officer to attend to this. Mr Harrison thought that the issue was at Peachey House and he had been told in the past that the pipe had not been fitted properly. The Chairman added that in theory this would be at fault and could be causing flooding upstream, but that this is difficult to prove. When the District Officer cannot clear these blockages, he has to call out ADC but this is at a cost to the Board. Mr Carr asked if there was anything further the Board could do, but the Chairman felt that the householders were paying Council Tax and that the Board would be receiving this through the Special Levy payment, then the Board must act. Mr Allen advised of another problem near Botany Bay where there is a sewerage discharge problem. The Chairman asked that all Board members keep providing information on any flooding.

i) Standing Advice Note

Mrs Martin advised that the MLC have published a 'standing advice note', effectively declaring that the Middle Level flood and drainage infrastructure is 'as capacity'. The Board have been asked to confirm whether it wishes to create, adopt and issue standing advice notes for its district and instruct the Consulting Engineer accordingly.

The Chairman advised that since the measures taken to identify the acute drainage area within the Boards area, they were happy with the impact of this and nothing further is required at this stage.

ii) Upwell Health Centre Car Park/Townley Close

Although this was discussed earlier in the meeting, the previous meeting minutes referred to an action that the Board would write to the relevant landowners to raise their awareness of riparian ownership and advise them of their responsibilities. The Board has instructed the Clerk to do this on their behalf.

iii) Orchard View, 7 Baptist Road, Upwell – Boundary Wall

Mrs Martin asked the Board for their opinion and further instruction on how it would like to proceed concerning potential enforcement action. The Chairman advised that this property is in the middle of an area with culverting and pipe infill issues. The Planning Officer that attended in the past was Chris Convine, and he had met with the Chairman and District Officer on site. On their visit they were satisfied with the construction and that an access chamber had been installed to provide future maintenance access to the pipe. However, there is some concern over the proximity of the wall to the road. Mr Rose advised that the wall should be 2.4m from the road, and asked Mr Crofts if Planning Enforcement is looking into this issue, but Mr Crofts could not confirm. Mr Carr was concerned that the Board are setting a precedent and that everyone would want to be able to do the same. The Chairman advised that the Board has no further comments to make on this issue provided that 'should it become necessary for maintenance of the drain, the wall would have to be removed at the cost of the landowner', as had been previously documented. Mr D. Lunn raised concerns that this may cause issues in the future.

iv) Back Drove, Upwell

Mrs Martin advised the Board that the owners of 71 Dovecote Road have now involved the Parish Council with this case who have been in contact with MLCs Planning Officer. The Board are therefore asked how they would like the Planning Officer to respond. It was noted that other adjacent landowners have expressed concerns that they have been made to do other works. Mr Allen advised that the site in question now has a 3m solid board on top of the drain for the full length. The Chairman advised that the landowner would require Byelaw consent for this fence. Mr D Lunn again raised concerns over precedents being set.

Following some discussion over land and ownership, and the history of this particular development, it was agreed that the Planning Officer would be asked to write to Mr Smith (landowner) regarding the fencing within the Boards 9m Byelaw strip. The Officer is also asked to raise concerns that culvert has not been constructed properly and is now blocking the drain.

The Board agreed that the Planning Officer respond to the correspondent at 71 Dovecote Road, advising that they have no issues with the culvert being in place and that their complaints are planning issues.

Mrs Martin asked the Board to consider their Capital Improvement Plan. The Chairman felt that nothing was needed as the Board do not have any pumping stations, and that there only major investments will be the culverts under the main road.

The Chairman observed that there have been two applications for two self-certified infiltration devices – in Tointons Road and St Peters Road. The Chairman raised concerns over these applications. Mr Carr also raised concerns over planning consents in general. The Chairman advised of problems with other planning issues in past.

Mr Crofts advised the Board that the Council had been unable to refuse planning applications as at that time they did not have a 5-year land supply in place. Mr Harrison queried how this impacted the rules and Mr Croft explained that policy had to be complied with, although the Council do now have a 5-year land supply. He explained that sustainable homes are generally approved. Further discussion followed on the impact of planning policy on other sites.

B.1239 Health & Safety

The Chairman advised that the Health and Safety visit had occurred the previous Friday, but that the report had not yet been received. However there had been nothing to report. The only issues identified were Lone Working, but the District Officer assured the Chairman that two people always know where he is. Working near water was also identified, but the only deep water in the district is by the outfalls, and most works here are carried out be contractors.

B.1240 District Officers Report

The District Officer was not present at the meeting, but the Chairman gave a review of the District Officers written report.

The Chairman advised that the photo in the report is of the ditch that the Board have adopted which leads to David Cowling's bungalow. By adopting this stretch the Board are pre-empting the development of the playing field. However, there are many badger setts in the area, and the Environment Officer has inspected and given advice. The ditch has a dog leg that would be good to remove, but the badger sett is in the way. The Chairman is working on a proposal to resolve this and has talked to the Environment Officer about working around or with badgers. He hopes to discuss this further when they meet again on 10th March.

The District Officer has reported that the Himalayan Balsam has gone. Morgan Lakey had provided a quote to apply weedkiller at a cost of £160 per application, and it was expected that two applications would be needed. However, the District Officer has carried out the works himself.

The Chairman is not aware of any current issues with fly tipping although Mr D Lunn advised that he had noticed some in previously targeted locations.

There has been an application for permission to site 5 caravans on land at the bottom of Church Drove. A letter has already been sent by Tanya Gravenor, the MLC Planning Engineer dealing with the case, to advise the applicant regarding the Byelaw strip, but no response has been received to date.

There followed some discussion regarding the siting of caravans, and Mr Crofts advised that the Council are being directed by the Planning Inspectorate in order to gain approval of the Local Plan. This needs to be in place by 1st April in order to avoid having to comply with the National Planning Policy Framework changes.

The Chairman had nothing more to add and gave his thanks to the District Officer for all of the hours he puts into his role.

B.1241 Governance

Mrs Martin went through the Governance report and the various Resolutions that the Board had been asked to make.

a) Completion of the Annual Accounts and Annual Return of the Board – 2023/2024.

i) The Board considered and approved the comments of the Auditors on the Annual Return for the year that ended on the 31st March 2024.

ii) The Board considered and approved the Audit Report of the Internal Auditor for the year that ended on the 31st March 2024.

The Board noted the continued appointment of Whitings as Internal Auditor

b) Review of Internal Controls

Mrs Martin reported that the internal controls that the Middle Level Commissioners have in place in their services to the Board have now been summarised and are available on the Boards webpage.

RESOLVED

The Board considered and expressed satisfaction with the current system of internal controls.

c) Approval of authorised officers for operational/regulatory roles

RESOLVED

The Board confirm that all employees and contractors of the Middle Level Commissioners are considered duly authorised officers, and that the Board's Chairman, Vice Chairman and District Officer are considered as duly authorised officers and therefore able to use the Board's powers and IDB Byelaws for their operational and regulatory roles on behalf of the Board.

d) Responsible Finance Officer

Following the retirement of Robert Hill, the MLC Treasurer and the appointment of Andrew Wool as the new MLC Head of Finance, the Board approved the relevant resolutions to manage the transition.

RESOLVED

i) That the role of position of Head of Finance to the Middle Level Commissioners is to include the appointment as Responsible Financial Officer to the Board.

ii) That the person appointed as Head of Finance for the Middle Level Commissioners be added to the Barclays Bank PLC mandate and authorised to sign cheques and authorised to make payments on behalf of the Board.

iii) That the person appointed as clerk to the Middle Level Commissioners be added to the Barclays Bank PLC mandate and be authorised to sign cheques and to authorise payments on behalf of the Board.

iv) That the person appointed as Head of Finance to the Middle Level Commissioners will be appointed as the administrator on behalf of the Middle Level Commissioners to the Barclays Bank PLC internet banking platform as used by the Middle Level Commissioners.

v) That following Mr Robert Hill leaving the employment of the Commissioners that the Head of Finance of the Middle Level Commissioners be delegated the authority to appoint a member of the finance team to be an additional administrator on the Barclays Bank PLC internet banking platform as used by the Board.

e) Policy Reviews

The Board reviewed the Complaints Procedure, Privacy Policy, Anti-Bribery & Financial Regulations policies, reviewed and approved the Boards Policy Statement, and approved the Data Protection Officer.

RESOLVED

i) That the update and re-publication of the Complaints Procedure and Privacy Policy is approved.

ii) That the Board reviewed and approved the publication of an Anti-Bribery policy, and the Financial Regulations policy.

iii) That the Board reviewed and approved the publication of the Boards Policy Statement.

iv) That the MLC Lead Clerk, currently Ruth Martin, acts as the Board's Data Protection Officer and acknowledges that this role will be associated within the incumbent employee role of MLC Lead Clerk.

The Board did not highlight any specific risks or issues not covered within the Board's Risk Management Strategy (published in 2024 and on the website), noted the system of financial Internal Controls (as published on website) and did not highlight the requirement for any additional controls.

f) Exercise of Public Rights

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

g) Consideration of potential litigation, liabilities, commitments.

Mrs Martin reported that as part of the Annual Governance review the Board were required to consider if there were any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end that have a financial impact on the authority. She confirmed that there were no such matters that have been raised through the office of the clerk. Members gave consideration to the position.

RESOLVED

That there are no such events that would have an adverse financial impact on the Board that would need to be included within the accounting statements for the financial year ended 31st March 2025.

B.1242 Finance Report – Looking Back

Finance officer's review and key messages

The Board considered and noted the key finance messages of the Finance Officer.

The Board considered the payments detailed for 2024. There was some discussion over the cost of the room hire for the meetings, and the Chairman asked the Board members to advise if they know of an alternative venue for future Board meetings.

B.1243 Finance Report – Looking Forward

Finance officer's review and key messages

The Board considered and noted the key finance messages of the Finance Officer.

Fees, Remuneration & Subscriptions :

a) District Officer's Fee

The Board gave consideration to the District Officer's fee for 2025-2026. The Chairman advised that any increase usually reflects the MLC pay award. Mrs Martin advised that this had been set at 4.15% for 2025 - 26, and the Chairman proposed that the Board continue to mirror this. This was agreed by the Board.

RESOLVED

That the Board agree that the District Officers fee increases at 4.15% for 2025/2026, mirroring the MLC increase.

b) ADA subscription

Mrs Martin reported that ADA increased subscriptions by 6.5% for 2025, from £636 to £678. Some discussion followed regarding the cost of the subscription and how this figure is a significant amount of money for a Board of this size. Mr G Boyce proposed paying the subscription on a bi-annual basis, reflecting the approach of other Boards and Mr Crofts seconded this proposal. This was agreed by the Board, with the agreement not to pay the subscription for 2025 and to consider paying the subscription in 2026, and that this be discussed at the meeting to be held in March 2026.

RESOLVED

That the requested increased ADA subscription for 2025 is not paid.

c) Precept to the Environment Agency

Precept

Internal Drainage Boards are required to pay a Precept (IDB Precept) to the Environment Agency for their expenses managing water passing into main rivers. Predominantly, the Precept funds additional maintenance downstream of and/or benefitting IDB districts.

The Anglian (Great Ouse) Regional Flood & Coastal Committee (RFCC) determined that the Precept will increase by 2% for 2025.

The precept for 2023/2024 was £ 3,071.45.

RESOLVED

That the Precept is paid in full unless a decision to appeal against the Precept is made.

d) Determination of Annual Values for Rating purposes.

The Board considered the recommendation for the determination of annual value for rating purposes.

RESOLVED

i) That the determination recommended be adopted by the Board
ii) That the Clerk be empowered to serve notices and to take such other action as may be necessary to comply with statutory requirements.
iii) That the Chairman and the Clerk be empowered to authorise appropriate action on behalf of the Board in connection with any appeal against the determination.

e) Rate Arrears

RESOLVED

The Board considered and approved writing off the Rate Arrears of £ 31.27.

f) Contributions from Developers

The confidential papers were reviewed and accepted. The Chairman would like to establish the location of the development for his own understanding.

g) Estimates and Rate Requirements for 2025/26.

The Board reviewed the proposed budget for 2025/2026,

The Chairman reflected that the Kings Lynn Consortium ditch works bill went up last year, rising from £34,000 to £50,000 which is a big jump. However not carrying out the works is not an option for the Board.

The Chair advised that he has discussed the rate increasing to 10p in the £1 with Mr D Boyce and he agrees that the rate needs to rise.

Mr Crofts then proposed the increase to 10p which was seconded by Mr Rose and agreed unanimously.

Mr Carr reflected that the increase is fair provided it gives the Board the funding it needs to do the work that it wants to do. The Chairman raised a concern in that if the culvert under New Road fails then it would be a problem but advised that it is in reasonable condition and so it is not a significant concern at this time.

The Board considered estimates of expenditure and proposals for special levy and drainage rates in respect of the financial year 2025/2026 and were informed by Mrs Martin that under the Land Drainage Act 1991 the proportions of their net expenditure to be met by drainage rates on agricultural hereditaments and by special levy on local billing authorities would be respectively 17.29% and 82.71%.

RESOLVED

i) That the estimates be approved.

ii) That a total sum of £49,498 be raised by drainage rates and special levy.

iii) That the amounts comprised in the sum referred to in ii) above to be raised by drainage rates and to be met by special levy are £8,559 and £40,939 respectively.

iv) That a rate of 10.0p in the £ be laid and assessed on Agricultural hereditaments in the District.

v) That a Special levy of £40.939 be made and issued to Borough Council of Kings Lynn and West Norfolk for the purpose of meeting such expenditure.

vi) That the seal of the Board be affixed to the record of drainage rates and special levies and to the special levy referred to in resolution v).

vii) That the Clerk be authorised to recover all unpaid rates and levy by such statutory powers as may be available.

B.1244 Middle Level IDB Change

The Chairman advised that there have been moves afoot for many years to review and reconsider amalgamations. The previous Clerk, David Thomas, had come from the Bedford Group who had already amalgamated many smaller Boards into one Board. There have been several meetings of the Boards within the Middle Level with an initial meeting being held at Ramsey to ask for volunteers to join a steering group. A consultant has been engaged and an initial report written giving various scenarios for future Board amalgamations. There are many options explored including one large Middle Level Board, through to five or six smaller amalgamated Boards. The Chairman advised his preference for the options resulting in 3 or 4 Boards within the Middle Level.

Mrs Martin reminded the Board that all should have received a digital copy of the report for them to read and consider, and that the Clerk is asking for feedback. The Board members were advised that they should respond to the questions via the Chairman by 4th July 2025 so that they have some time to think about the proposals and their answers. The Chairman observed that the Board meeting that evening had really good attendance but that this has not always been the case and therefore it is important to start planning for the future.

Mrs Martin asked the Board to consider providing a £300 contribution towards the cost of developing the detailed design. The Chairman proposed that this be considered, particularly as the Board had already agreed not the pay the ADA subscription for the year. The Board agreed that the contribution be made.

RESOLVED

That a £300 contribution be made by the Board towards the cost of developing the detailed design.

B.1245 Date of next Meeting

RESOLVED

That next Meeting of the Board be held on Monday 2nd March 2026 at The Crown Lodge, Outwell at 7pm.

That the Budget Setting Meeting of the Board be held on Tuesday 24th June 2025 via Teams – time to be confirmed.

B.1246 Any Other Business

The Chairman advised that he had heard that day that the Middle Level Commissioners had been successful in some of their IDB Fund Tranche 2B bids, although the successful projects would not directly impact this Board.

Mr Rose asked about the ditch to Point 25 that is not adopted. The Chairman advised that when this section was being dug it was made clear by the Board that the length would remain in riparian ownership. As it is not a Board drain, therefore, this is unfortunately not the direct concern of the Board that there has been development right up to the brink of the drain.

The meeting then closed at 8.55pm.

Provided by the Middle Level Commissioners		Item No:	4
Meeting:	**CHURCHFIELD & PLAWFIELD IDB**	**Subject:**	**GOVERNANCE**
Date:	**Wednesday 25th June 2025**	**Officer Responsible:**	**Paul Burrows**

RECOMMENDATIONS

The Board is asked to:

A. Insurance
B. Highlight if there are any specific risks or issues not covered within its Risk Management Strategy that may need review ahead of the next formal update.
C. Note the system of financial Internal Controls that are in place and consider whether additional controls are required within the running and decision making of the Board.
D. To note and approve the submission of the IDB1 return made on its behalf to Defra. Appendix 1
E. To review and approve the submission of their Annual Governance Statement for 2025 and authorising the Chairman and Clerk to sign the statement. Appendix 2
F. Exercise of Public Rights
G. Consideration of potential litigation, liabilities, commitments

1. Annual Return & Auditors Report 2023/2024

1.1 The AGAR provides the framework by which the governance of the Board is assessed. The Board's last AGAR is available on its page via www.middlelevel.gov.uk

1.2 The Board is asked to act on the advice of the Auditor within its decision making.

2. Internal Controls

2.1 Within the financial operations at the Middle Level offices there are a series of controls in place to ensure the segregation of duties, so as far as practical within a small workforce, that no one person has control of a single operation from start to finish. The Internal Controls are available via the website within the 'Governance' section on the Board's page.

2.2 The Board needs to ensure there is adequate separation of duties within its running and decision making. Members are asked to refresh themselves as to the Member Code of Conduct (available within the Governance Documents on the Board's webpage) and ensure their declarations of interests are clear and up-to-date.

2.3 If a Board Member (or their business) undertakes contracted work (or bids for such work) for the Board it is recommended that they be excluded from any decision making as a matter of course and that appropriate contractual arrangements are in place.

2.4 If the Member also has a lead role for the Board (eg Chairman/Vice Chairman) then it is important that the Board puts in place safeguards to ensure a separation of duties, particularly being clear on who is acting as lead client for the contractor.

3. Insurance

Our insurance has been arranged using Towergate insurance brokers for the year to 31st March 2025. AXA offered a 2-year extension of the tripartite agreement we had previously signed and this was accepted as they offered to keep our business combined policy premium at the same rate for 2025-2026, subject to there not being any changes to the existing cover, i.e. increase in valuations.

Covering MLC and our administered IDBs, the business combined policy premium has increased this year by £16,875, due to the significant increase in pumping station valuations following the meetings last year. The fleet policy premium has also increased considerably due to the both the number and size of claims during the year, together with there being additional vehicles and plant. We have been warned that AXA capped the increase in the fleet premium, but if this had gone out to tender would probably have been in the region of £110,000 plus 12% Insurance Premium Tax. This equates to an increase of £68,000.

More concerningly, AXA will no longer be offering a specific policy for IDBs going forward so this is likely to have a significant impact on the premium for 2026-2027 as there are only a few insurance companies that will quote for our business. NFU have declined to quote.

4. Risk Assessment

4.1 The Board are asked to consider and approve their Risk Management Strategy (published in 2024 and on the website).

5. IDB1

5.1 To note and support the IDB1 return to Defra submitted for the year 2023/24 is included as Appendix 2.

6. Annual Governance Statement:

6.1 To review and approve the submission of their Annual Governance Statement for 2024/25 and authorising the Chairman and Clerk to sign the statement. (Appendix 3)

7. Exercise of Public Rights

7.1 For completion of the Annual Governance Statement the Board is required to confirm that they provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

7.2 In order to warrant a positive response to this assertation the authority needs to have taken the following actions in respect of the previous annual return:

Exercise of Public Rights: The authority provided for the exercise of public rights set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014. Part 5 of the Accounts and Audit Regulations 2015 requires the RFO to have published including on the authority's website or other website:

- Sections 1 and 2 of the annual return
- A declaration that the status of the statement of accounts is 'unaudited;' and
- A statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights.

7.3 In addition, a notice of the conclusion of the external auditor's limited assurance review of the annual return, together with relevant accompanying information, has been published in accordance with the requirements of Regulation 16 of the Accounts and Audit Regulations 2015. We also display the 'Local Authority Accounts – A Summary of Your Rights' with the notice.

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

8. Consideration of potential litigation, liabilities, commitments:

8.1 The clerk to report.

Author Name: Paul Burrows
Role: Clerk

Appendix 1 **IDB1**
Appendix 2 **Annual Governance Statement**

Internal drainage boards in England

Department for Environment Food & Rural Affairs

Annual Report for the year ended

31 March 2024

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 28 February 2025 a copy must be provided to:

- Flood and Coastal Erosion Risk Management Division, Department for Environment, Food and Rural Affairs via flood.reports@defra.gov.uk
- Asset Management and Engineering, Environment Agency via idbfund@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, and please answer **ALL QUESTIONS**.

Please round all cash figures down to nearest whole £.

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

Section A – Financial information

Preliminary information on special levies issued by the Board for 2024-25

Special levies information for financial year 2024-25	
Name of local authority	**£**
1. KINGS LYNN & WEST NORFOLK DISTRICT COUNCIL	38,654
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	38,654

Income and Expenditure Account for the year ending 31 March 2024

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 2023*[1]

	Notes	Year ending 31 March 2024 £
INCOME		
A. Drainage Rates		7,778
B. Special Levies		35,935
C. Higher Land Water Contributions from the Environment Agency		
D. Contributions received from developers/other beneficiaries		6,964
E. Government Grants (includes capital grants from EA and levy contributions)		
F. PSCAs overall total Breakdown: from EA from other RMAs		
G. Loans		
H. Rechargeable Works		
I. Interest and Investment Income		543
J. Rents and Acknowledgements		
K. Other Income Write back of provisions Consents		 876 200
Total income		**52,296**
EXPENDITURE		
L. New Works and Improvement Works		109
M. Total precept to the Environment Agency		2,982
N. Watercourse maintenance		16,866
O. Pumping Stations, Sluices and Water level control structures		
P. Administration		7,256
Q. PSCAs		

[1] https://saaa.co.uk/wp-content/uploads/2023/06/PractitionersGuide_2023.pdf

R. Rechargeable Works		
S. Finance Charges		
T. Biodiversity enhancement and conservation – overall total Breakdown: General, across the whole region SSSI specific, where relevant	 498	498
U. Other Expenditure Insurance Development contribution fee		 165 482
Electricity costs – overall total Breakdown (if possible): Standing charge (per annum) Unit charge (per annum)		
Fuel (petrol and diesel costs) – overall total Breakdown: Pumping stations Fleet and plant machinery		
Total expenditure		**28,358**
EXCEPTIONAL ITEMS		
V. Profits/(losses) arising from the disposal of fixed assets		
Net Operating Surplus/(Deficit) for the year		**23,938**
W. Developers Funds income not applied in year		19,507
X. Grant income not applied in year		

Value of drainage rates outstanding at year end?

7.81 %
£ 605.96

Value of special levies outstanding at year end?

0 %
£ 0

Notes:

K. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts). Please include sub-total of all other income in the first row and then a breakdown in separate rows below.

L. 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.

M. 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.

N. 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. Please do not include electricity or fuel costs as these are captured separately.

O. 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. Please do not include electricity or fuel costs as these are captured separately.

P. 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. Please do not include electricity or fuel costs as these are captured separately.

Q. State all costs associated with the PSCA.

R. 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.

S. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase interest payable.

T. State all costs associated with undertaking works – capital or maintenance – that are likely intended to help enhance and/or conserve biodiversity. These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan or other conservation actions. If possible, you should identify the overall costs and break them down into two groups: general across the whole IDB area, and SSSI specific areas (in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans). Please do not include electricity or fuel costs as these are captured separately.

U. 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). Please include sub-total of all other expenditure in the first row and then a breakdown in separate rows below.

V. 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.

W. Total balance of developer fund year end.

X. Unspent grant at year end.

Section B – IDB Reporting

Please answer **ALL QUESTIONS**. We will assume a negative response for any that are not answered.

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.

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

2. What year was your statement last updated?.. 2019

Biodiversity

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

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

5. What year was your Biodiversity Action Plan last updated?............................ 2022

6. Have you reported progress on BAP implementation on your website?..................................Yes ☐ No ☒

7. When was biodiversity last discussed at a Board meeting (date)?............................ 04/03/2024

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

SSSI water level management plans

9. Are you responsible for any SSSI water level management plans?.......................................Yes ☐ No ☒

If so, please complete the following table:

Name	Partners	Date of last review	Date of last update

10. Do you contribute towards any SSSI water level management plans?..................................Yes ☐ No ☒

If so, please complete the following table:

Name	Partners	Date of last review	Date of last update

11. Area of SSSI with IDB responsible for water level management plan/s........	0 hectares
12. Area of SSSI with IDB contribution towards water level management plan/s........	0 hectares
13. Area of SSSI where IDB water level management activities are contributing to recovering or favourable condition?........	0 hectares
14. Area of SSSI where IDB water level management actions are needed to achieve recovering or favourable condition?........	0 hectares

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:

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

If so, please list:

Public sector cooperation agreements (PSCAs)

21. How many active PSCAs are you working on? 0

22. Which risk management authorities are you working with on a PSCA?

Environment Agency	
Lead local flood authority	
Local authority (not a lead local flood authority)	
Internal drainage board	
Water company	
Other	

If other, please list:

23. Please indicate the type of work being undertaken.

Routine maintenance	☐
Asset operation and monitoring	☐
Asset repairs	☐
Support during flood incident	☐
Support during flood recovery	☐
Other	☐

If other, please list:

Asset Management

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

24. ADIS ☐

25. Paper Records ☐

26. Other Electronic System ☒

If so, please list:

Excel

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

28. What is the cumulative total of identified watercourse that the Board periodically maintains?

16.4 kilometres

29. How many pumping stations does the Board operate?

0 pumping stations

30. How many pumps does the Board operate?

electric	
diesel	
renewable energy pumps (e.g. directly powered by wind, solar, hydro, etc)	
temporary / mobile pumps	
other type of pumps	

31. If other, please list:

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

N/A cm3/sec

Health and Safety

33. Does the Board have a current Health and Safety policy in place? Yes ☒ No ☐

34. Does the Board have a Board Member focused on ensuring that Health and Safety is considered when board decisions are made? Yes ☒ No ☐

35. Does the Board have a responsible officer for Health and Safety? Yes ☒ No ☐

36. Have there been any reportable incidents in the past year? Yes ☐ No ☒

If so, please summarise in the box below:

Guidance and Best Practice

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

Has your IDB provided, or accessed via a third party, training for board members in the last year in any of the following areas?

38. Governance ☒

39. Finance ☒

40. Environment ☒

41. Health, safety and welfare ☐

42. Communications and engagement ☐

43. Other ☐

If so, please specify:

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

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

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

47. 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 ☐

48. 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:

49. Standing Orders .... Yes ☒ No ☐

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

51. Byelaws .... Yes ☒ No ☐

If you have Byelaws, have:

52. you adopted the 2021 model byelaws........Yes ☒ No ☐

53. Or have you adopted the 2012 model byelaws........Yes ☐ No ☒

54. the byelaws been approved by Ministers........Yes ☒ No ☐

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

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

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

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

Board membership and attendance

59. How many Board members (in total – elected and appointed) do you have on your IDB?	13
60. Seats available to appointed members under the Land Drainage Act 1991.	9
61. Number of elected members on the board at year end.	8
62. Number of appointed members on the board at year end.	5
63. Mean average number of elected members in attendance at each board meeting over the last financial year.	6

64. Mean average number of appointed members in attendance at each board meeting over the last financial year.	3

65. Have you held elections (with or without a vote) within the last three years?........................Yes ☒ No ☐

66. If you have held elections, did they 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 ☐

Complaints procedure

67. 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 ☐

68. Number of complaints received in the financial year?	0
69. Number of complaints outstanding in the financial year?	0
70. Number of complaints referred to the Local Government & Social Care Ombudsman?	0
71. Number of complaints upheld by the Local Government & Social Care 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):

Published:

72. your completed IDB1 Form ☒

73. press release/s ☐

74. newsletter/s ☐

75. notice/s ☒

76. public consultation ☐

77. updated your IDB website ☒

Media engagement with:

78. national and/or local media e.g. TV, radio, etc ☐

79. national and/or local media e.g. newspaper, magazine, etc ☐

80. trade media ☐

81. social media ☐

Public meetings:

82. Held public meeting/s ☒

83. Attended meetings e.g. Parish Council, local interest group, local flood group, etc ☐

Public events:

84. attended show/event/s e.g. county shows, fairs, etc ☐

85. attended trade event e.g. Flood and Coast, Flood and Water Live, etc ☐

86. hosted IDB open day ☐

Section B: NOTES

Guidance and Best Practice

Has your Board published **all** minutes of meetings on the website? 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

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

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

Signature	S. Ablett
Date	18/02/2025
Name in BLOCK LETTERS	MISS SAMANTHA ABLETT
Designation	ASSISTANT TREASURER
Email address	sam.ablett@middlelevel.gov.uk

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

CHURCHFIELD & PLAWFIELD 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 2025, that:

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

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

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

and recorded as minute reference:

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

Chair

Clerk

WWW.MIDDLELEVEL.GOV.UK

Provided by the Middle Level Commissioners		Item No:	5
Meeting:	**CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD**	**Subject:**	**FINANCE REPORT**
Date:	**Wednesday 25th June 2025**	**Officer Responsible:**	**Andrew Wool/Sam Ablett**

RECOMMENDATIONS

The Board is asked to:

A. Consider the budget review – Appendix 1
B. Consider and approve the payments detailed within Appendix 2.
C. Consider and approve the Annual Accounts & Finance Papers 2024/2025 within Appendix 3.
D. To authorise the Chairman to sign the Annual Return for 2024/2025 (Appendix 4)

Finance Officer's review and key messages

For 2024/2025 the Board set a rate of 9.50p to raise a total of £46,801 in agricultural drainage rates and special levies. The rating estimates included the sum of £15,300 for current and future improvement works.

A budget monitoring exercise was carried out based on figures to 31st December 2024 which gave a forecast out-turn of £46,801, this included areas of forecasting the budget allocation.

The final out-turn shows net expenditure of £50,639 after transferring £15,300.00 to the future works account as had been planned. The comparison between the monitoring forecast and actual out-turn is shown in the attached schedules.

Over-all this decreased the general fund balance by £3,861.19 to £29,949.10 at the 31st March 2025, with the Board having a development charges account balance of £17,079.74 and £36,973.27 in their future works account at this point.

These balances are shown in the attached accounts, finance papers and Annual return which the Board are required to consider and approve.

1. Budgeting

1.1 The Budget Comparison of the forecast out-turn and the actual out-turn for the financial year ending 31st March 2025 is included as Appendix 1.

2. Payments for 2025

2.1 Payments are detailed within Appendix 2

3. Annual Accounts and Finance papers 2024/2025:

3.1 Annual Return 2024/2025:

To consider the Annual Accounts and bank reconciliation for the year ended on the 31st March 2025 (Appendix 3) and the completion of Section 2 of the Annual Return as required in the Audit Regulations (Appendix 4).

Author Name: Andrew Wool/Sam Ablett
Role: Responsible Finance Officer/Assistant Treasurer

Appendix 1 **Budget Review**
Appendix 2 **Payments for 2024/25**
Appendix 3 **Annual Accounts & Finance Papers 2024/25**
Appendix 4 **Annual Return 2024/25**

Appendix 1

CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD
ACCOUNTS/BUDGET MONITORING 2025/2026

		Budget 2024/2025 £	Probable actual 2024/2025 £	Actual 2024/2025 £	Remarks
1	Insurances	225	520	520	
2	District work and repairs and renewals (including Environmental measures)	19,150	23,551	25,002 [B]	
3	Administration charge, Health and Safety contract, Audit fee, printing, stationery, advertising etc	7,800	7,527	8,400	
4	Improvement works	15,300	13,204	15,300	
5	Environment Agency Precept	3,071	3,071	3,071	
		45,546	47,874	52,294	
	LESS Deposit Accounts interest	1,208	1073	1,655	
		44,338	46,801	50,639	

Estimated General Fund				
Opening Balance		**33,810**	**33,810**	33,810
Rate set	9.50p	46,801	46,778	46,801
Rate Required				
Rates W/Off				(23)
Net Expenditure		44,338	46,801	50,639
Balances		(2,462)	0	
Closing Balance		33,810	33,787	29,949

Appendix 2

CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD

Payments 2024/2025 (1st April 2024 - 31st March 2025)

Middle Level Commissioners - IDB Health & safety Re-charge 2023-2024	204.00
Middle Level Commissioners - Administration charge, postages, telephone charges, stationery and Travelling	3,897.29
Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	429.90
Middle Level Commissioners - Fees (Discharge consent application - Fountain Construction (Anglia) Ltd)	579.12
Mr J D Clifton - Refund of drainage rates	15.41
Mr D Stittle - Refund of drainage rates	9.30
Environment Agency - Precept	1,535.73
Middle Level Commissioners - Internal audit fees (Whiting & Partners 2023-2024 accounts)	618.00
Middle Level Commissioners - Court fees	0.50
Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	1,476.00
PKF Littlejohn LLP - Audit fee (2023-2024 accounts)	378.00
Middle Level Commissioners - Administration charge, postages and telephone charges	3,365.05
Middle Level Commissioners - Fees (Planning and development applications)	633.90
Middle Level Commissioners - Renewal of insurances	520.47
Environment Agency - Precept	1,535.72
A Loft - Refund of drainage rates	22.11
Middle Level Commissioners - Fees (Production of Board report, planning and development applications)	2,448.90
King's Lynn Internal Drainage Board - Flail mowing & drain maintenance	16,430.40
Middle Level Commissioners - Contribution (Environmental Officer)	783.50
Middle Level Commissioners - Contribution towards retirement gift	25.00
Middle Level Commissioners - Fees (Planning and development applications)	735.90
Information Commissioner - Data Protection Registration renewal	52.00
District Officer's expenses 2024/2025	4,526.90
Crown Lodge Hotel - Expenses in connection with Board meeting	213.00
	40,436.10

(NB - Amounts shown include Value Added Tax)

Appendix 3

CHURCHFIELD AND PLAWFIELD INTERNAL DRAINAGE BOARD
ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2025

GENERAL FUND

2025				2024			
Mar-31	Payments made during the year:-			Apr-01	By Balance Brought Forward		33,810.29
	Precept		3,071.45	2025			
	Insurances	520.47		Mar-31	Rate Income & Special levy	46,777.61	
	Drainworks, Repairs & Renewals	25,002.15			Interest on Deposit Accounts	511.94	
	Administration Charge, Audit fee,				Development Charges	893.00	
	Printing, Stationery, Advertising etc	8,399.67			Consents	250.00	48,432.55
			33,922.29				
	Transfer to Future Works Fund		15,300.00				
	Balance Carried Forward		29,949.10				
			82,242.84				82,242.84

BALANCE SHEET

Revenue Section

Liabilities		Assets		
General Fund	29,949.10	Ratepayers' Account - Arrears		1435.62
Development Charges Account	17,079.74	Value added Tax - Refunds due		1,149.41
Contributions holding account	2,137.56	Sundry Debtors		0.00
Future works fund	36,973.27			
		Balance in hand:-	91510.22	
Sundry Creditors	8,459.30	Barclays - Treasurer's Account	19,787.00	
		Barclays - Business Premium	71,723.22	
		National Savings - Treasurer's Account	503.72	92,013.94
	94,598.97			94,598.97

Churchfield & Plawfield Internal Drainage Board

Summary of Bank Reconciliations as at 31st March 2025

Treasurers Account 2024/2025

1st April 2024			31st March 2025	
Balance brought forward		78,649.28	Payments made during the year	40,436.10
31st March 2025				
Receipts during the year				
Clerk's collection account	52,204.65			
Interest on deposit accounts	1,092.39	53,297.04	Balance carried forward	91,510.22
		131,946.32		**131,946.32**

National Savings - Treasurers Account 2024/2025

1st April 2024		31st March 2025	
Balance brought forward	497.89	Payments made during the year	0.00
31st March 2025			
Interest on deposit accounts	5.83	Balance carried forward	503.72
	503.72		**503.72**

Barclays Bank PLc

Current Account

Balance per Statement as at 31st March 2025	19,787.00
Less unpresented cheques	0.00
O/S lodgement	0.00
Balance per Trial Balance	**19,787.00**

Cash balances as at 31st March 2025

Barclays Bank PLc

Current Account	**19,787.00**
Business Premium Account	**71,723.22**

National Savings

Investment Account per passbook	**503.72**
Total reconciled cash balances per accounts	**92,013.94**

Churchfield & Plawfield IDB
Reconciliation between statement of accounts and Annual Return
Financial year ended 31st March 2025

				Per Annual Return
Line 1	**Balances brought forward**			
	General Fund	33,810.29		
	Development charges account	17,369.73		
	Future Works Fund	21,350.00		
	Contributions holding account	2,137.56		
			74,667.58	**74,668**
Line 2	**Rates and Special Levies**			
	Agricultural rates	8,146.90		
	Special Levies	38,654.00		
	Penalty	0.00		
	Costs	0.00		
	Write-off	-23.29		
			46,777.61	**46,778**
Line 3	**Total other receipts**			
	Interest			
	General fund	511.94		
	Development charges account	263.01		
	Future wroks	323.27		
	Consent applications	250.00		
	Discharge contributions	340.00		
	Contribution to works	0.00		
	Write back of provisions	0.00		
			1,688.22	**1,688**
Line 4	**Staff costs**			
	Wages/salaries	0.00		
	National insurance contributions	0.00		
	Pension costs	0.00		
	Travelling expenses	0.00		
			0.00	**0**
Line 5	**Loan repayments**			
	PWLB - Principal	0.00		
	PWLB - Interest	0.00		
			0.00	**0**
Line 6	**All other payments**			
	Precept	3,071.45		
	Rates, insurances, telephones	520.47		
	Drainworks	25,002.15		
	Administration	8,399.67		
	Development charges fees	0.00		
	Improvement works	0.00		
			36,993.74	**36,994**

Churchfield & Plawfield IDB
Reconciliation between statement of accounts and Annual Return
Financial year ended 31st March 2025

				Per Annual Return
Line 7	**Balances carried forward**			
	General Fund	29,949.10		
	Development charges account	17,079.74		
	Future Works Fund	36,973.27		
	Contributions holding account	2,137.56		
			86,139.67	**86,140**

Reconciliation		
Line 1 + Line 2 + Line 3 - Line 4 - Line 5 - Line 6		86,139.67
Balances carried forward		
Per Annual return		**0.00**

Section 2 – Accounting Statements 2024/25 for

CHURCHFIELD & PLAWFIELD INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	*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	50,730	74,668	*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	43,713	46,778	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	8,583	1,688	*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	28,358	36,994	*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	74,668	86,140	*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	79,147	92,014	*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	0	0	*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 exclude any Trust transactions.*

I certify that for the year ended 31 March 2025 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

AHWood.

Date 12/06/2025

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

as recorded in minute reference:

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