



Sow & Penk

Internal Drainage Board

Virtual Meeting

Microsoft Teams

Log-in Instructions to be issued nearer the date

Meeting Papers

Wednesday 17 June 2020

Meeting at 11:00am



Shire

Group of IDBs

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Meeting Papers

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Purpose

These meeting papers have been prepared solely as a record for the Internal Drainage Board. JBA Consulting accepts no responsibility or liability for any use that is made of this document other than by the Drainage Board for the purposes for which it was originally commissioned and prepared.

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1. Governance

1.1 Apologies

1.2 Declaration of Interest

1.3 Complaints and FOI

1.4 Minutes of Meeting 5 February 2020

Present

Ray Sutherland (RS)
Len Bates (LB)
Ralph Cooke (RC)
Andrew Harp (AH)
Angela Loughran (AL)
Anthony Parrot (AP)

Also in attendance Phil Bates (SBC)

In attendance on behalf of JBA Consulting, Clerk, Engineer and Environmental Adviser:

Craig Benson (Clerk to the Board)
David Blake (Finance Officer to the Board)

Apologies for Absence

Apologies were received from Neil Brown, Jeff Sim and from Officers Ian Benn and Paul Jones. Members sent their best wishes to Paul for a speedy return to full health.

Declaration of Interest

2020.01 There was none given.

Complaints and Freedom of Information Requests

2020.02 None had been received.

Minutes of the Last Meeting

2020.03 Minutes of the last meeting held on 20 November 2019 copies of which had been previously circulated to members with the meeting papers were taken as read, proposed by RC, seconded by AH approved by the Board and signed by the Chairman.

Matters Arising

2019.79 – LB informed members that the Engineer had been in contact with South Staffordshire Council with regard to the proposed development at Penkrige.

Clerks Report

2020.04 The Clerks Report, copies of which had been circulated to members with the last meeting papers, was considered and adopted.

Matters Arising**2020.05 Policy**

Members reviewed the proposed Reserve Policy and referred to the five year budget estimate to ascertain an appropriate reserve level. LB and AP raised an issue with regard to the predicted watercourse maintenance costs and asked if the Board could do work on other watercourses. They informed the Board of issues they were aware of specifically with Highways watercourses and culverts. Members had a debate on the cause of the flooding in these areas and the action that the Board could take to try and resolve the situation. It was agreed that the Clerk would write to all members and request them to send any issues that they were aware of with Highways watercourses to the Chairman. He would then collate the information and pass this on to the Engineer with the name of the Stafford County Council Highways Engineer. The Engineer would then write to the SCC Highways Engineer advising him of the issues.

The Chairman left the meeting at 11:30am and the Vice Chairman took the Chair.

The Board agreed to increase the target level of Reserves to 60%. Following which RC proposed, AL seconded that the Reserve Policy should be adopted by the Board. This was approved by Members.

2020.06 Legislation – Environment Bill

It was noted that the progression of the Bill through Parliament and members saw the possibility of extending the Board's area as a positive move.

2020.07 ADA – National Conference

Members were advised that the conference took place on Wednesday 19 November and that the report on the conference would be contained in the next ADA Gazette that would be available next year.

2020.08 KPI Indicators – Members noted the KPIs.**Financial Report**

2020.09 The Financial Report, copies of which had been circulated to members with the last meeting papers, was considered and adopted.

Matters Arising**2020.10 Rating –**

Members agreed to write off £10.60 of uncollectable arrears. The Clerk updated members on the current financial position of one ratepayer and the possible options available to the Board.

Following discussion, it was agreed to write off £144.78 and review any balance outstanding at the end of each financial year.

2020.11 Schedule of Payments

The Board approved payments totalling £49,458.08, of which £1,086.04 were approved by the Officers only.

2020.12 Audit – Internal Audit Review Meeting

The FO advised members of the key areas of discussion at the meeting.

2020.13 Risk Register

The FO reviewed the register with members and highlighted the various sections, risks and mitigation that had been put in place to control them. RC proposed that the Risk Register should be adopted by the Board. This was seconded by AL and approved by the Board.

2020.14 Estimates, Rates and Special Levies for the Year Ending 31 March 2021

The Board considered an Estimate of Income and Expenditure for the year ending 31st March 2021, copies of which had been previously circulated to members.

In accordance with Section 37 of the Land Drainage Act, the Board determined that aggregate annual value of chargeable properties in the district on the aggregate value of all other land in the district as at 31st December 2019 for the financial year beginning 1st April 2020 as follows:

-

a) Aggregate annual value of chargeable properties	£ 1,653,716
b) Aggregate value of all other land	£ 170,744

It was agreed that for the purpose of defraying costs, charges and expenses etc. incurred by the Board under the Land Drainage Act 1991 for the period 1st April 2020 to 31st March 2021, and in pursuance of the Internal Drainage Board (Finance) Regulations 1992, that the Board make a drainage rate for their district in respect of agricultural land and agricultural buildings and a Special Levy as follows:-

The amount of the Board's expenses to be met by drainage rates was £11,354 by way of an Occupier's rate of 6.65p in the £ on the basis of the annual value of agricultural land and agricultural buildings in the district.

The amount of the Board's expenses to be met by Special Levies was: -

Stafford Borough Council	£ 106,099
South Staffordshire District Council	£ 3,873

The Chairman and Clerk were authorised to seal the rate and the Special Levy on the Local Authority in accordance with the Act and the Finance Regulations.

The Clerk, or their representatives, were authorised to negotiate and carry out proceedings for the recovery of any rates unpaid.

Members agreed that if additional expenditure is required above the agreed budget, it is taken from balances.

2020.15 Five Year Budget Estimate

The Board noted the five-year forecast that included provision for the Catchment Modelling of the district.

Engineers Report

- 2020.16** The Engineer's Report, copies of which had been circulated to members with the last meeting papers, was considered and adopted.

Matters Arising

- 2020.17** **Asset Management – Hydraulic Modelling** – Members were informed that the Board had received £35,000 local levy funding towards the cost of the modelling, following approval from the Trent RFCC.
- 2020.18** **Watercourse Maintenance** – The works are nearing completion.
- 2020.19** **Planning, pre-application advice and consents** – Members noted the comments.

Health and Safety Report

- 2020.20** There were no accidents or incidents to report since the last meeting.

Environmental Adviser's Report

- 2020.21** The review of the completed BAP and production of the new 2020-25 BAP is to be undertaken.

Any Other Business

None.

Date of Next Meeting

- 2020.22** The next meeting will be held on Tuesday 26 May 2020 At Derrington Village Hall.
UPDATE – Following the impact of the global COVID-19 outbreak the above meeting was postponed until Wednesday, 17th June 2020. The meeting will take place online and not at Derrington Village Hall as was originally planned.

1.5 Matters arising there from not elsewhere on the Agenda

2. Clerk's Report

Recommendation:

- Members note information contained in the Report
- To Approve the revised Standing Orders

2.1 Policies for Adoption

Standing Orders

Members are asked to review and approve the revised Standing Orders that can be viewed at Appendix A.

2.2 Legislation

Nothing to report.

2.3 ADA

ADA

Nothing to Report.

2.4 Board Key Performance Indicators

		Key Performance Indicators					
		Inadequate	Work to be done	Adequate	Good	Very Good	
SOW & PENK INTERNAL DRAINAGE BOARD	Management of the Board	Compliance with Audit Requirements					
		Health & Safety					
		Partnership Working					
		Overall					
	Reduction of waterlogging & Flood risk to assets	Asset Management					
		Flood Risk management strategy					
		Flooding- Learning Outcomes					
		Overall					
	Environment	Water Framework Directive					
		Invasive Species/Designated Sites					
		Conservation & Biodiversity					
		Biodiversity Action Plan					
		Overall					
	Supporting	Financial Statements					
		Receipt of Drainage Rates					
		Governance Documentation					
		Overall					
	Overall Performance						

3. Financial Report

Recommendation:

- To note the information contained in this report
- To approve Section 1 of the AGAR
- To approve the Accounts for the Year Ended 31 March 2020
- To approve Section 2 of the AGAR
- To approve the schedule of payments

3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 31 March 2020: -

	£	£
Balance Brought forward at 1 April 2019		946.28
2019/2020 Drainage Rates and Special Levies		
Drainage Rates		11,108.93
Special Levies		
Stafford Borough Council	103,706.00	
South Staffordshire District Council	3,786.00	107,492.00
Total Drainage Rates Due		<u>119,547.21</u>
Less Paid: -		
Drainage Rates		11,061.25
Special Levies		
Stafford Borough Council	103,706.00	
South Staffordshire District Council	3,786.00	107,492.00
Total Drainage Rates Paid		<u>118,553.25</u>
Irrecoverables		<u>-167.38</u>
Balance Outstanding as at 31 March 2020		<u>826.58</u>

3.2 Schedule of Payments

Payments made since those reported at the previous meeting:

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					£	
2020						
Jan	15th	-	Bankline	Bankline Fees	20.00	*
	20th	24	Information Commissioner	Data Protection Registration	35.00	*
	31st	-	NatWest	Bank Fees	5.00	*
Feb	3rd	-	Lloyds Bank plc	Lloyds Commercial Fees	50.40	*
		-	Lloyds Bank plc	Bank Fees	4.78	*
	5th	34	Staffordshire & Birmingham Agricultural Society	Meeting Expenses	816.00	
	17th	-	NatWest	Bankline Fees	20.00	*
	21st	36	JBA Consulting	District Modelling	11,514.00	
		31	Littlehales Plant Hire Ltd	Maintenance	10,705.24	
		37	North Lincolnshire Council	Procurement Services - Maintenance Contract	3,352.20	
		32-3	Stafford Showground Ltd	Meeting Expenses	360.00	
		35	Staffordshire Wildlife Trust	BAP - Vole Survey	2,880.00	
	28th	-	NatWest	Bank Fees	5.00	*
Mar	3rd	-	Lloyds Bank plc	Bank Fees	1.58	*
	6th		Lloyds Bank plc	Lloyds Commercial Fees	50.00	*
	13th		JBA Consulting	Fee Accounts: -		
		29		Management Services (reissued)	5,826.77	
		30		District Modelling (reissued)	7,066.80	
		39		District Modelling	4,875.60	
		38	Littlehales Plant Hire Ltd	Maintenance	11,048.03	
	31st	-	Lloyds Bank plc	Bank Fees	0.59	*
		-	Bankline	Bankline Fees	20.00	*
		-	Bank Fees	Bank Charges	5.00	*
Apr	3rd	-	Lloyds Bank plc	Lloyds Commercial Fees	50.00	*
	15th	-	NatWest	Bankline Fees	20.00	*
	24th	3	Environment Agency	Flood Defence Levy	2,158.75	
			JBA Consulting	Fee Accounts: -		
		1		Management Services	5,271.34	
		2		District Modelling	4,854.00	
		40	Littlehales Plant Hire Ltd	Maintenance	6,297.00	
	30th	-	NatWest	Bank Fees	0.35	*
May	4th		Lloyds Bank plc	Bank Fees	50.00	*
	13th	-	NatWest	Closure Fees	0.70	*
		-	NatWest	Closure Fees	4.20	*
Total Amount of all Payments					77,368.33	
* Total Amount of Cheques sent out signed by the Clerk Only					342.60	

3.3 Audit

Internal Audit Report

The Internal Audit of the Board's financial statements for the year ended 31 March 2020 is underway and is expected to be completed before the meeting. A copy of the report will be available for inspection at the meeting.

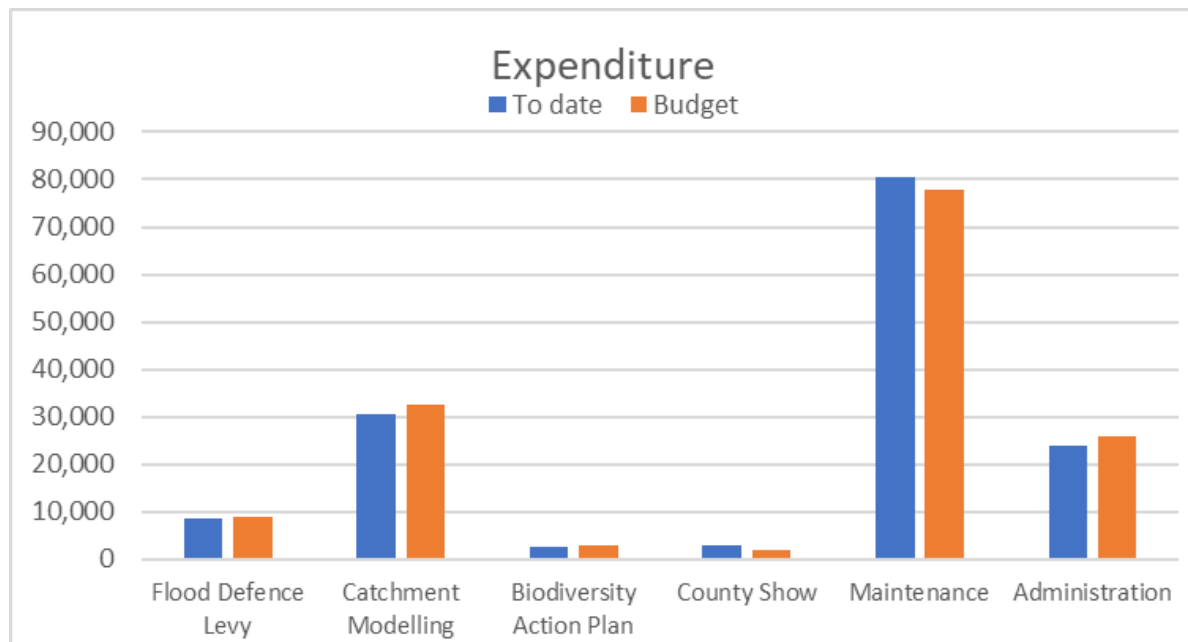
3.4 Annual Governance and Accountability Return (AGAR) Section 1 – Annual Governance Statement 2019/20

Members are asked to review and approve Section 1 of the AGAR which can be viewed at Appendix B

3.5 Accounts for the Year Ended 31 March 2020

The accounts for the year ending 31 March 2020 are included as a separate item in your pack

3.6 Budget Comparison for the Year Ended 31 March 2020



3.7 Five Year Budget Estimate

Sow And Penk IDB	0	0	1	2	3	4	5
Revenue Account	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	App	Estimated Out-turn					
	Budget						
	£	£	£	£	£	£	£
Income							
Drainage Rates	11,354	11,354	11,611	11,952	12,379	12,806	13,233
Special Levies	109,972	109,972	112,453	115,760	119,894	124,029	128,163
Foreign Water Contribution	-	-	-	-	-	-	-
Doxey & Tillington Marshes SSSI WLMP	-	-	-	-	-	-	-
Grant In Aid- Catchment Modelling	-	35,000	-	-	-	-	-
Recoverable Work	-	-	-	-	-	-	-
Bank Interest, Other Contributions	200	200	200	200	200	500	500
Total Income	121,527	156,527	124,263	127,912	132,473	137,335	141,896
Expenditure							
Flood Defence Levy	8,900	8,900	8,900	8,900	8,900	9,167	9,167
Administration	26,241	26,241	26,503	26,768	27,036	27,306	27,580
Maintenance of Drains	61,739	64,739	66,681	68,682	70,742	72,864	75,050
Additional Maintenance	18,000	15,000	15,450	15,914	16,391	16,883	17,389
Catchment Modelling	30,730	34,370	-				
Biodiversity Action Plan	3,000	3,000	3,000	3,000	3,000	3,090	3,183
County Show Budget	3,000	3,000	2,500	2,500	2,500	2,500	2,500
Total Expenditure	151,610	155,250	123,035	125,764	128,569	131,810	134,869
Surplus/(Deficit)	(30,083)	1,277	1,229	2,149	3,904	5,524	7,027
Balance Brought Forward	124,300	92,430	87,706	82,935	79,084	76,988	76,512
Balance	94,217	93,706	88,935	85,084	82,988	82,512	83,539
Transfer to Doxey & Till Marshes Account	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Balance Carried Forward	88,217	87,706	82,935	79,084	76,988	76,512	77,539
Doxey & Tillington Marshes Acc	66,033	66,125	70,925	75,725	80,545	85,365	90,185
Penny Rate in £	6.65p	6.65p	6.80p	7.00p	7.25p	7.50p	7.75p
Penny Rate £18,245	56%	54%	64%	60%	57%	56%	55%

3.8 Annual Governance and Accountability Return (AGAR) Section 2 – Financial Statements 2019/20

Members are asked to review and approve Section 2 of the AGAR which can be viewed at Appendix B.

4. Engineer's Report

Recommendation(s):

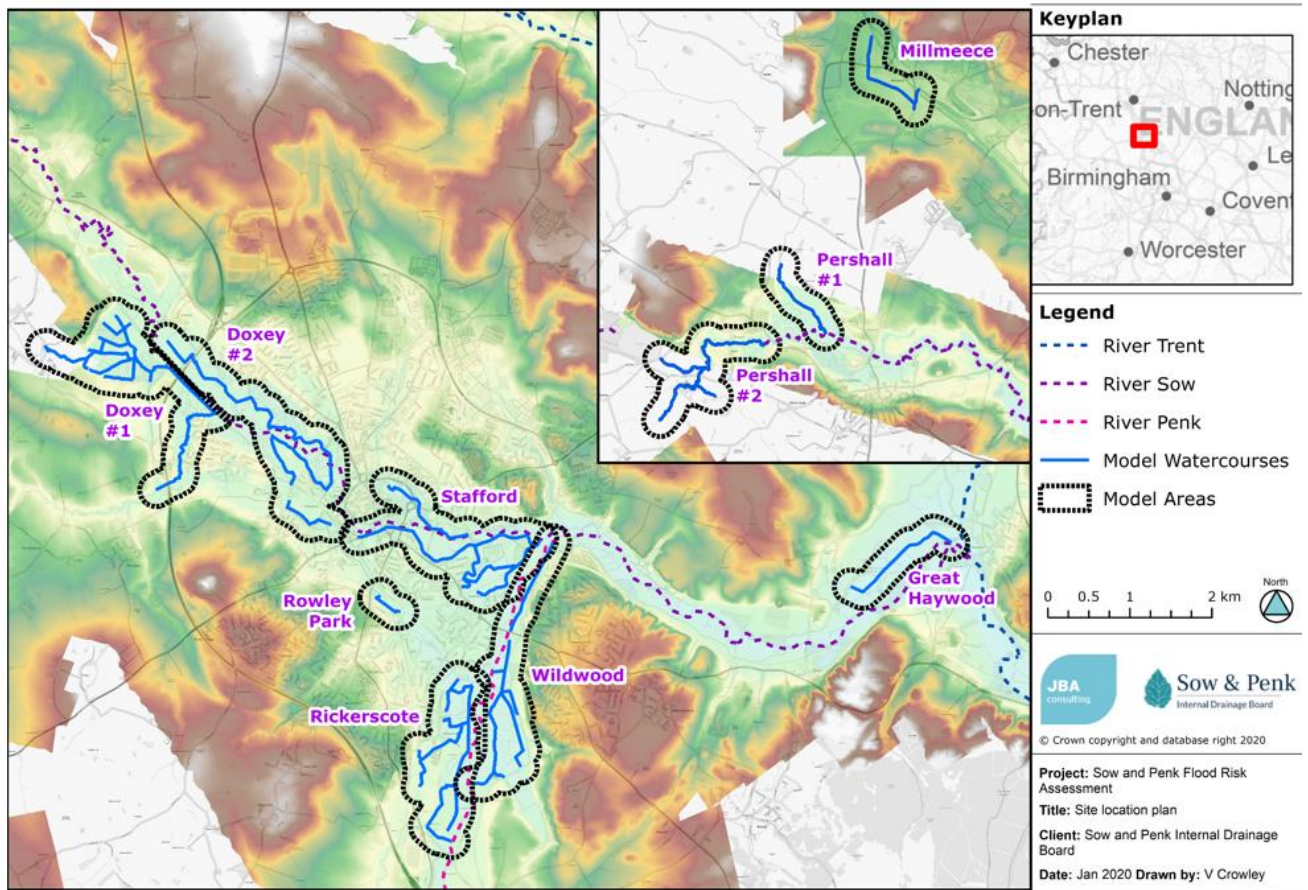
- To note the information contained in this report
- Board support for additional surface water modelling south of Rickerscote and Penkrige (Item 4.1.1)
- Board agreement to maintain 125 metres of Ordinary Watercourse off Herbert Road to reduce the flood risk to households (Item 4.1.2)

4.1 Asset Management

Hydraulic Modelling

The Base Model has been completed with Initial Flood Outlines to be distributed for feedback to help calibrate the model.

A presentation has been prepared for Members at the meeting showing progress.



One key area of the District, south of Rickerscote and Penkrige, has no IDB maintained Ordinary Watercourses at present and generally follows the low lying land either side of the River Penk.

We have asked the modelling team to provide a quotation to understand any critical surface water flood locations in the south of the Drainage District either side of the River Penk if existing surface water flood maps can be improved through the data obtained to date.

Examples of Model build; Rickerscote area with LiDAR and 3D Long Section showing bridges/culverts (grey) , watercourse cross section and water within channel



Ordinary Watercourses

Watercourse Maintenance 2020/21

Maintenance is expected to commence from mid-July / early August as usual as well as working with Government guidelines in relation to Covid-19.

The majority of maintenance work is lone working in rural areas, however, where work requires a two-person team or work within urban areas, social distancing rules can be adhered to.

Reducing the risk to households off Herbert Road, Silkmore Drain

Through Partnership Working with Stafford Borough Council, Staffordshire County Council, Allotment Owners and the Boards' Contractor Littlehales Plant Hire Ltd. agreement has been reached for the IDB to access 125 metres of ordinary watercourse (in light orange below) that partially falls outside the Drainage District, immediately upstream of Silkmore Drain (already maintained by the IDB) up to Wolverhampton Road (A449).



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The initial reconditioning cost is to be confirmed to remove weed, hedgerow, and flail bank sides etc. and the additional annual cost moving forwards, should the Board agree to maintain, would be c.£300.

Regular maintenance of the watercourse will help permit flow and the reduce the risk of flooding to 7 households adjoining the watercourse off Herbert Road and a further 13 households to the rear of Herbert Road / Park Crescent. Maintenance may not eliminate all sources of flooding in times of intense rainfall, but it will help to convey flood flows and reduce the risk currently experienced in this area.

4.2 Planning, pre-application advice and consents

Planning applications

Our email address for planning enquiries is planning@shiregroup-idbs.gov.uk

Officers have reviewed planning applications between January 2020 and May 2020, 11 of which have required comment on behalf of the Board.

Land Drainage Act 1991 Section 23 and 66 (Byelaw) Consents

Our email address for consent applications is consents@shiregroup-idbs.gov.uk

No consents have been issued on behalf of the Board between January 2020 and May 2020.

5. Health and Safety Report

Recommendation:

- Members note information contained in the Report

5.1 Health and Safety Boards Contractor

Accidents, incidents and near misses

No accidents, incidents or near misses to report.

COVID-19 and Essential Worker Letters

Essential Worker Letters were issued to the Boards' Contractor.

During the current outbreak all JBA offices remain open and we continue to deliver our services. However, we have adopted flexible working with remote working from home. We will be receiving and reading email as normal but we may not always be available directly on the office number.

Essential Activities

- The IDBs most essential activity is to permit flow (however, this is permissive and not a duty) as well as reduce flood risk.
- IDBs fall within 3 of the Government criteria for essential workers; local government, food and utilities.
- For on-going construction sites IDBs may be required to attend site to facilitate safe closure / handover following Government safety guidelines on social distancing. Use of technology such as FaceTime, Skype or Teams could be used where feasible, or phone call and pictures.
- For obstructions to flow; landowners / residents could also follow the above before determining whether a site visit is essential.
- Critical locations / grids could be monitored on a regular basis (as well as obstructions) Additional visits only where essential; prior to a potential rainfall event, reacting to an obstruction to flow that may or is causing injury, works to remove an obstruction, works to reduce flood risk and prevent an obstruction.

6. Environmental Adviser's Report

Recommendation:

- Members note information contained in the Report

6.1 Policy

Biodiversity Action Plan

The Environmental Adviser has carried out the review of the 2015-20 BAP and members can view the report at Appendix C. Officers will liaise with Staffordshire Wildlife Trust with regard to the next BAP targets.

7. Any Other Business

8. Date of Next Meeting

18 November 2020

9. APPENDIX A – Standing Orders

A copy of the draft Standing Orders can be found over the following pages.



Sow & Penk

Internal Drainage Board

RULES made by the Sow & Penk Internal Drainage Board (hereafter referred to as 'the Board') with the approval of the Secretary of State under Paragraph 3(1) of the Second Schedule to the Land Drainage Act, 1991. The relevant statutory provisions governing the proceedings of an Internal Drainage Board are set out in the Annex to these Rules for reference purposes

Regulations as to Proceedings

1. Meetings of the Board will be open to the public and press who will on the invitation of the Chairman be able to speak at the meeting. The Board can name a resolution to exclude the public and/or press from a meeting or part thereof:
 - (a) The Board will hold an Annual General Meeting in November at which the election of Chairman and Vice Chairman will be made.
 - (b) The Board will hold a meeting at which the drainage rate and special levies will be set to enable the latter to be served on the special levy council by no later than the 15th February in respect to the following financial year.
 - (c) In the event of the need for an emergency meeting the notice will be waived.
2. For each meeting, other than one arranged as an emergency meeting, members will receive an Agenda and any accompanying papers by post or other means despatched at least seven days before the meeting.
3. No business shall be transacted by the Board, other than that which appears on the Agenda, unless 75% of the members present agree to any such additional issue being discussed.
4.
 - (a) A formal meeting of the Board cannot be conducted unless one third of the current members are present at the start of and during the meeting (currently five). If departures reduce the number below this then the Chairman will terminate the meeting at that point.
 - (b) All resolutions and proposals will be decided by a majority of votes of the members present.
 - (c) In the case of an equality of votes at any meeting, the Chairman for the time being of such meeting shall have a second or casting vote.
5. The Board shall meet at a venue to be determined from time to time with such venue being confirmed in the agenda for that meeting.
6. The Board shall, as soon as they conveniently can, appoint a Chairman and Vice-Chairman. The term of office of such Chairman and Vice Chairman shall continue until the first meeting of the Board after the next election following his appointment
7. If any vacancy occurs in the office of Chairman or Vice-Chairman, the Board shall as soon as they conveniently can after the occurrence of such vacancy, choose some one of their number to fill such vacancy.
8.
 - (a) At any meeting of the Board the Chairman, if present, shall preside.
 - (b) If the Chairman is absent from a meeting of the Board, the Vice-Chairman, if present, shall preside.



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- (c) If at any meeting of the Board both the Chairman and Vice-Chairman are not present at the time the members present shall choose from someone of their number to be Chairman of such meeting.
9. The Board shall cause Minutes to be made of all meetings and recorded in an appropriate form:
- (a) of all appointments of Officers made by the Board
- (b) of the names of the members present at each meeting of the Board and Committees or Sub-Committees of the Board
- (c) of all orders made by the Board and Committees or Sub-Committees of the Board, and
- (d) of all resolutions and proceedings of meetings of the Board and of Committees or Sub-Committees of the Board

The Board will approve, with or without amendments, the minutes of the preceding meeting and these will be duly signed by the Chairman together with any financial statements presented at the meeting

10. All proceedings, resolutions and reports of every Committee or Sub-Committee intended to be laid before the Board shall be circulated among the members of the Board at least seven days before the meeting of the Board at which the same are to be submitted

Committees or Sub-Committees

11. The Board may appoint such Committees or Sub-Committees as they think fit but all acts of any Committee or Sub-Committee shall be subject to the approval of the Board unless the Board has delegated its powers to that Committee or Sub-Committee to deal with specific issue
12. A Committee or Sub-Committee may elect a Chairman of their meetings. If no such Chairman is elected, or if he is not present, the member present shall choose from one of their number to be Chairman of such meeting.
13. A Committee or Sub-Committee may meet and adjourn as they think proper. Proposals at any meeting shall be determined by a majority of votes of the members present, and shall be decided by a show of hands. In case of any equal division of votes the Chairman shall have a second or casting vote.
14. Regulations 9 and 10 shall apply to Minutes of Committees and Sub-Committees

Standing Orders ***Order of Debate***

15. Every proposal or amendment, other than a proposal for the approval of a Committee or Sub-Committee, shall be proposed and seconded and shall, if required, be written out and handed to the Chairman who shall read it out before it is further discussed or put to the meeting.
16. The Chairman will invite members to speak on the subject under discussion.
17. Members must declare whether they have an interest in a matter to be discussed, the Chairman then deciding what if any part of the member can take in any ensuing discussion and whether the member can vote.



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18. A proposal or amendment once made shall not be withdrawn without the consent of the Board.
19. Every amendment shall be relevant to the proposal to which it is applied.
20. Whenever an amendment upon an original resolution has been proposed and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been dealt with but notice of any number of amendments may be given.
21. If an amendment is rejected then other amendments may be proposed on the original resolution or proposal.
22. If an amendment is carried the proposal as amended shall take the place of the original proposal and shall become the question upon which any further amendment may be moved.
23. No proposal to rescind any resolution which has been passed within the preceding six months, nor any proposal to the same effect as any proposal which has been negatived with the preceding six months shall be in order unless; (a) notice thereof has been given and specified in the Agenda and (b) the notice bears, in addition to the name of the member who proposed the resolution, the names of two other members; and when such resolution or proposal has been disposed of by the Board, it shall not be competent for any member to propose a similar proposal within a further period of six months.
24. Order 23 shall not apply to proposals which are moved by the Chairman or other members of the Committee or Sub-Committee in pursuance of the report of the Committee.

Common Seal

25. The Common Seal of the Board shall be kept in some safe place. All deeds and other documents to which the Common Seal of the Board shall require to be affixed shall be sealed in pursuance of the Board, and in the presence of both the Chairman and the Clerk of the Board.
26. Copies of all sealed documents must be retained.

Suspension of Standing Orders

27. Any one or more of the standing orders, in any case of urgency or upon resolution or proposal made on a notice duly given, may be suspended at any meeting, so far as regards any business at such meeting, provided that 75% of the members of the Board present and voting are in agreement

Special Circumstances – Coronavirus *

28. In relation to any meeting held before 7th May 2021, “presence” at a meeting includes physical attendance and being present through remote attendance. “Remote attendance” means attending or participating in a meeting by electronic means, including by one or more of the following:
 - i) telephone conference,
 - ii) video conference,
 - iii) live webcast,
 - iv) live interactive streaming.



Sow & Penk

Internal Drainage Board

29. In relation to any meeting held before 7th May 2021, regulation 5 is suspended, and the Board shall instead provide members with relevant details to enable members to attend and participate in meetings, including remotely. The board shall provide confirmation of these details in the agenda. For these purposes, "details" includes one or more of the following:
- i) the venue,
 - ii) the availability of a telephone conference facility and the manner of accessing such facility,
 - iii) the availability of a video conference facility and the manner of accessing such facility,
 - iv) the availability of a live webcast facility and the manner of accessing such facility,
 - v) the availability of a live interactive streaming facility and the manner of accessing such facility.

*Clauses 28 and 29 were added to the Board's proceedings on 17 April 2020.



Sow & Penk

Internal Drainage Board

STATUTORY PROVISIONS REGARDING THE PROCEEDINGS OF AN INTERNAL DRAINAGE BOARD SET OUT IN PARAGRAPH 3 OF SCHEDULE 2 TO THE LAND DRAINAGE ACT 1991

Proceedings of Internal Drainage Board

3. (1) An Internal Drainage Board may, with the approval of the relevant Minister, make Rules:
- (a) for regulating the proceedings of the Board, including quorum, place of meetings and notice to be given of meetings;
 - (b) with respect to the appointment of a Chairman and Vice-Chairman.
 - (c) for enabling the Board to constitute committees; and
 - (d) for authorising the delegation to committees of any of the powers of the Board and for regulating the proceedings of committees, including quorum, place of meetings and notices to be given of meetings.
- (2) The first meeting of an Internal Drainage Board shall be held on such day and at such time and place as may be fixed by the relevant Minister; and the relevant Minister shall cause notice of the meeting to be sent by post to each member of the Board not less than fourteen days before the appointed day.
- (3) Any member of an Internal Drainage Board who is interested in any company with which the Board has, or proposes to make, any contract shall
- (a) disclose to the Board the fact and nature of his interest; and
 - (b) take no part in any deliberation or decision of the Board relating to such contract;

And such disclosure shall be forthwith recorded in the Minutes of the Board.

- (4) A Minute of the proceedings of a meeting of an Internal Drainage Board, or of a Committee of such a Board, purporting to be signed at that or the next ensuing meeting by a describing himself as, or appearing to be, the Chairman of the meeting to the proceedings of which the Minute relates:-
- (a) shall be evidence of the proceedings; and
 - (b) shall be received in evidence with further proof
- (5) Until the contrary is proved –
- (a) every meeting in respect of the proceedings of which a Minute has been so signed shall be deemed to have been duly convened and held;
 - (b) all the proceedings at any such meeting are the proceedings of a committee, the committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute.
- (6) The proceedings of an Internal Drainage Board shall not be invalidated by any vacancy in the membership of the Board or by any defect in the appointment or qualification of any member of the Board.



Sow & Penk

Internal Drainage Board

At the meeting of the Board held on 17th June 2020 the Board Resolved to accept the foregoing Rules of Proceedings.

..... Chairman

..... Clerk

**ANCHOLME, GOOLE AND AIRMYN, GOOLE FIELDS, SCUNTHORPE &
GAINSBOROUGH, SOW AND PENK INTERNAL DRAINAGE BOARDS**

STANDING ORDERS

The Secretary of State for Environment, Food and Rural Affairs, by virtue of the power contained in paragraph 3 of Schedule 2 to the Land Drainage Act 1991, **HEREBY APPROVES** these standing orders.



C A Tidmarsh
for and on behalf of the
Secretary of State
Date: 17 April 2020

10. APPENDIX B – Sections of the AGAR

Copies of the relevant sections of the Annual Governance & Accountability Return can be found over the following pages.

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY
SOW & PENK IDB

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 2020, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			✓

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

WWW.SHIREGROUP-IDBS.GOV.UK OR AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

SOW & PENK IDB
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>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.</i>
1. Balances brought forward	177,780	183,484	<i>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.</i>
2. (+) Precept or Rates and Levies	115,706	118,434	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	869	618	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	0	0	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	110,871	148,781	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	183,484	153,755	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	189,159	155,559	<i>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.</i>
9. Total fixed assets plus long term investments and assets	0	0	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

11. APPENDIX C – BAP Review 2015-20

A copy of the report can be found over the following pages.

Review of Biodiversity Action Plan period 2015-2020

1. Background

Following a review of its Biodiversity Action Plan (BAP) 2010-2015, the Sow & Penk IDB (the Board) agreed at a meeting that year to request Staffordshire Wildlife Trust to produce and deliver a monitoring strategy for the Board's BAP covering the period up to 2020.

It was decided that Water Vole (*Arvicola amphibus*) and Flowering-rush (*Butomus umbellatus*) populations would be monitored particularly as both were protected species, both identified in the UK BAP and Staffordshire BAP as species in widespread decline due to habitat loss and predation by American Mink (*Neovison vison*). Both species habitat requirements are associated with the priority habitat of Eutrophic Standing Open Waters which includes drains and ditches similar to those maintained by the Board on an annual basis as part of its maintenance operation.

2. 2016-2020 Results

2.1 2016 surveys

No evidence of water vole including field signs despite suitable conditions on all survey days was found although the District hosts good Water vole habitat. Flowering rush was not observed on any sections of the watercourses surveyed for water vole; 30km surveyed on foot and by canoe.

Surveys were undertaken on Millmeece Drain at Millmeece (Figure 1.1), at Copmere Drain at Pershall (Figure 1.2), on main river at Chebsey, on the Penk and Sow and on several watercourses east of Seighford (Figure 1.3)

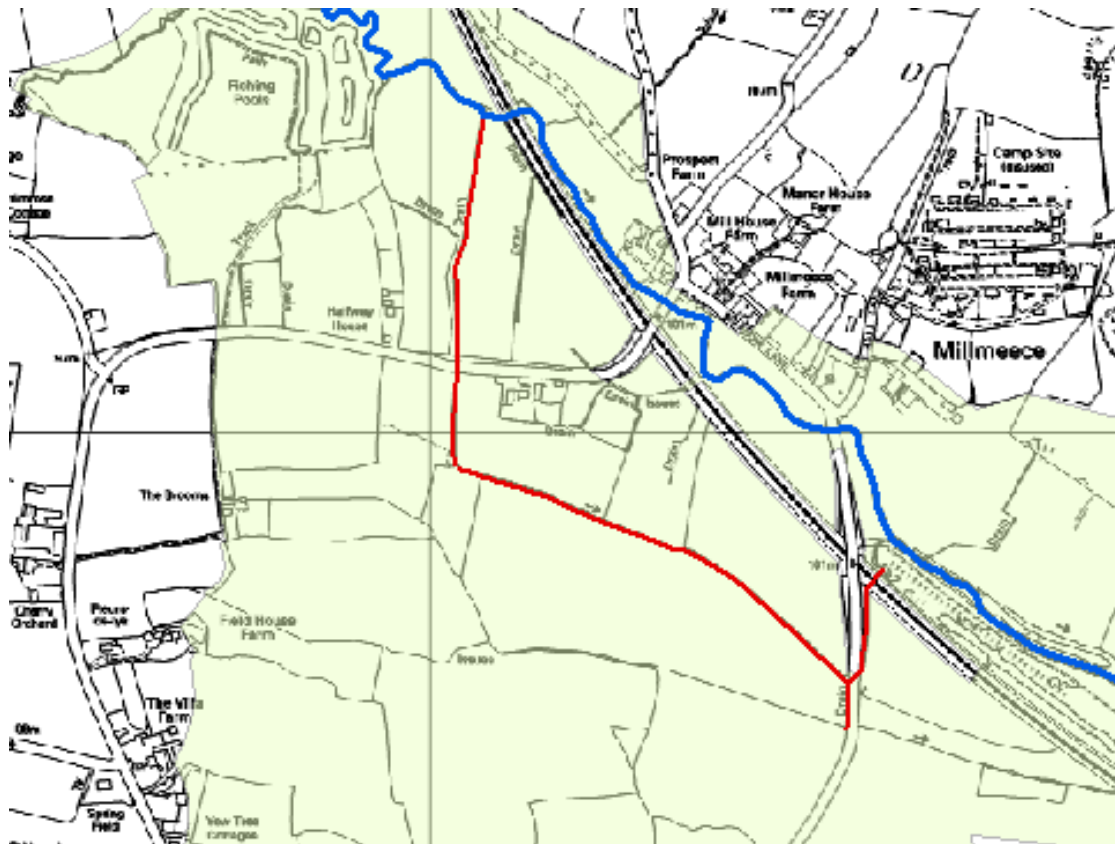


Figure 1.1: Millmeece Drain

Review of Biodiversity Action Plan period 2015-2020



Figure 1.2: Copmere Drain

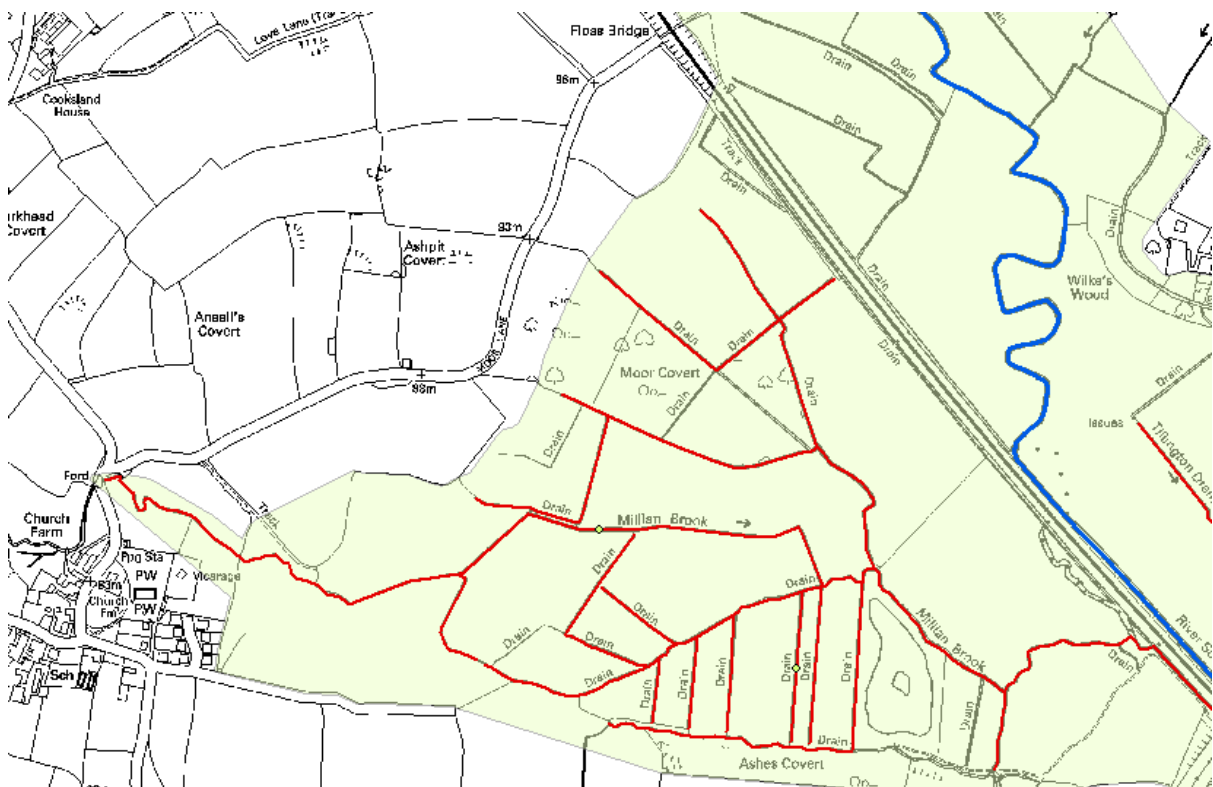


Figure 1.3: Watercourses east of Seighford

During these surveys it was noted many watercourses appeared to be healthy with good marginal vegetation and casual sightings suggesting habitat could support a good range of species across the Board's District.

Review of Biodiversity Action Plan period 2015-2020

2.2 2017 surveys

14.9km of watercourse were surveyed for Water vole and Flowering Rush concentrating around the central Stafford area including Doxey Marsh SSSI (Figure 1.4). The surveys concentrated on Flowering Rush which was recorded in some ditches within Doxey & Tillington Marshes but not observed elsewhere through the town. No signs of Water vole were identified at any part of the survey area.

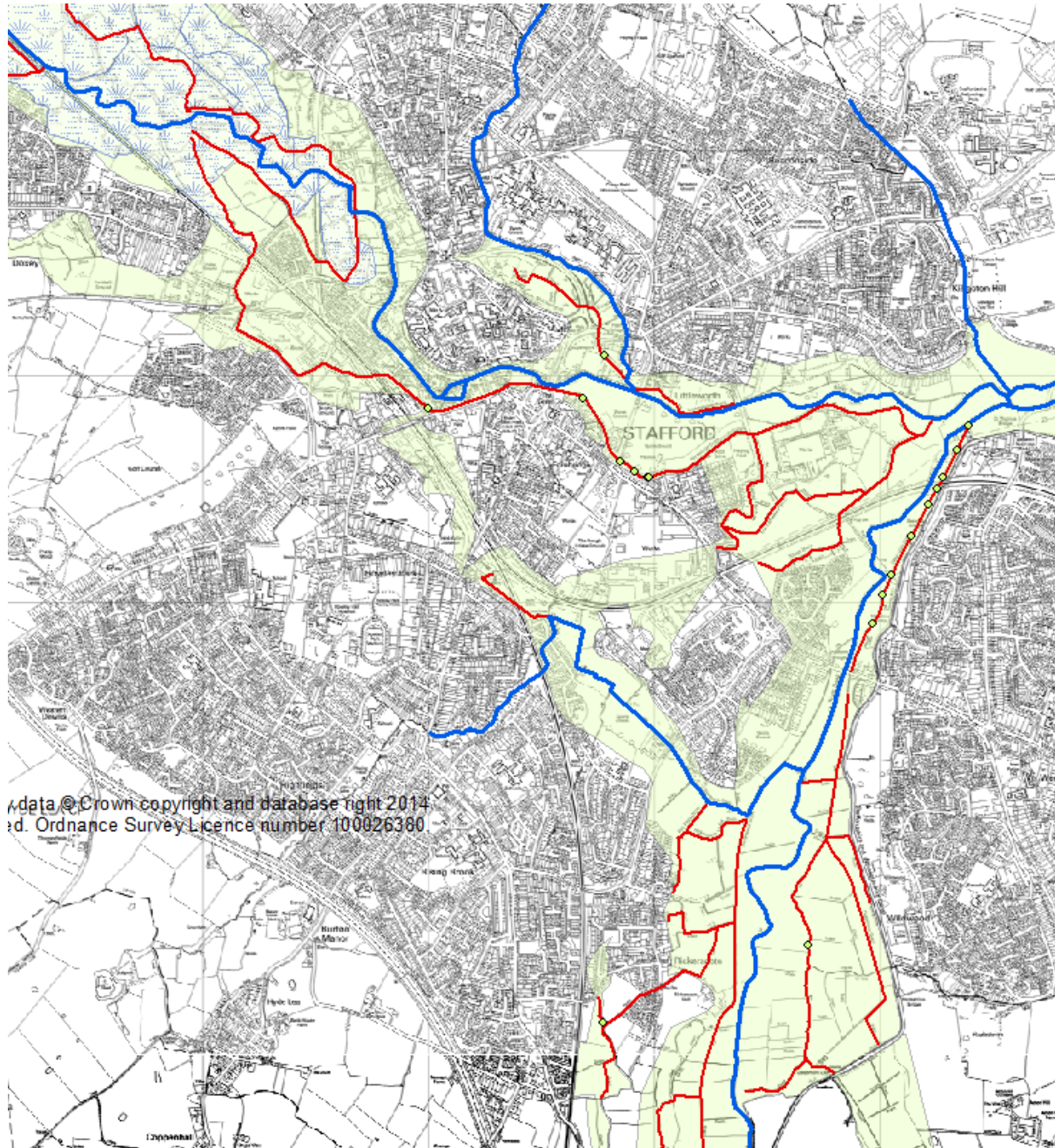


Figure 1.4: 2017 survey area

2.3 2018 surveys

13.3km of watercourse around Radford, south of Rickerscote, west of Stafford on Doxey brook and north of Seighford and east of Stafford through Rawbones SSSI was surveyed., concentrating on the presence of Flowering Rush but also scanned for signs of water vole presence. No evidence of the presence of water vole was seen despite suitable conditions on all survey days. Neither was Flowering

Review of Biodiversity Action Plan period 2015-2020

Rush recorded in any Board maintained ditches however the species has colonised a significant stretch of the River Sow since 2017 surveys and also a stretch along the Penk adjacent to Radford Meadows Nature Reserve which was not identified in 2016/17 surveys. Previous reports of Flowering Rush within both these areas was back in 1972 and demonstrates the importance of surveys to capture fluctuations in coverage.

During this period Rickerscote Marsh LWS designation was achieved in terms of a site of biological importance for its Fen and Swamp habitats and communities. It also has the priority habitat of Coastal and Floodplain Grazing Marsh, (Figure 1.5).

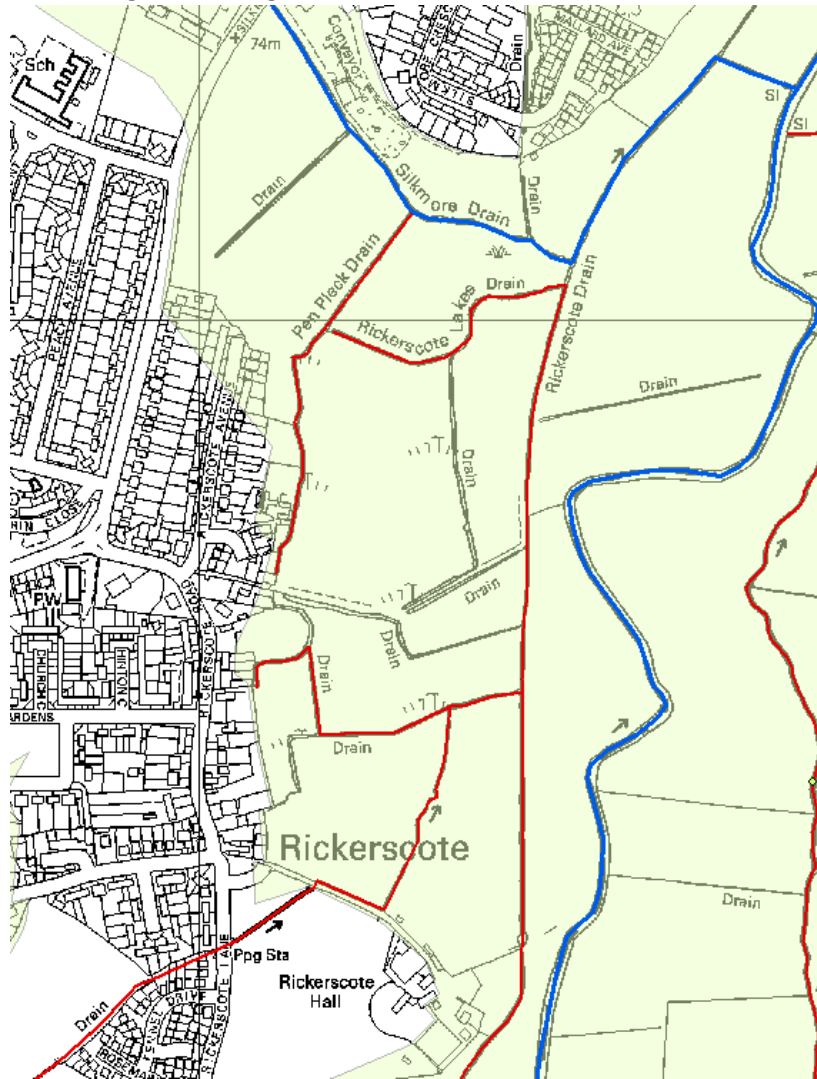


Figure 1.5 Rickerscote Marsh

2.4 2019 surveys

Staffordshire Wildlife Trust used experienced volunteers from the Staffordshire Mammal Group to undertake surveys specifically for the presence of water vole in the District. 60% of the Board watercourse network was surveyed, concentrating on sites where historic records of water vole exist. This included Doxey & Tillington Marshes SSSI, Doxey Brook, Seighford Moor, Radford Meadows and Rickerscote. No evidence of the presence of water vole through field signs was recorded. Neither was any evidence of the presence of American mink (a water vole predator) recorded.

Review of Biodiversity Action Plan period 2015-2020

2.5 Findings

In terms of the Board's ability to deliver conservations and enhancement of biodiversity within the District, the lack of protected species is disappointing but outside the control of the Board.

The Board's original BAP 2010-2015 had identified the presence of water vole on Pearl Brook, Forebridge Drain East and the River Sow and likely to be present elsewhere in the District. At that time Mink was noted on the Meece Brook with otter (*Lutra lutra*) signs also identified on that watercourse as well as in Copmere Drain and within Doxey Marshes. No subsequent surveys of the District identified water vole elsewhere.

All is not lost in terms of water vole. In previous decades there is likely to have been good water vole populations within the Board's District and the habitat remains very suitable for the species. As the presence of mink has not been recorded in the period 2015-2020, and otter numbers have increased in the area, small and as yet unknown populations of water vole may move back into the area.

Continual annual survey of Board maintained watercourses for this species is important.

3. BAP moving forward 2020-2025

3.1 Environmental Land Management Schemes (ELMs)

Multi decadal records from other IDB areas particularly from the Midlands and further north reveal increasing volumes of rain falling as the climate warms and the atmosphere can hold greater volumes of water vapour. Interestingly, spring is generally becoming a drier month, with winter slightly wetter but the greatest volume of rainfall is in the summer months June-August with autumn Sept-Nov only slightly behind.

The new National Flood Risk Management Strategy identifies the necessity of working with natural processes because the country cannot continue to build its way out of flood protection. The basic farm payments scheme paid through the Commons Agricultural Policy and the Countryside Stewardship Scheme is being phased out and landowners are to be encouraged through new Environmental Land Management Schemes (ELMs) where they will receive payment for delivering public goods. Ian Bateman and Ben Balmford in their paper "Public funding for public goods: A post-Brexit perspective on principles for agricultural policy" through the land, environment, economics and policy institute identified public goods as:

- Improved soil health
- **Water quality improvement**
- **Water quantity regulation**
- **Flood risk reduction**
- Climate change mitigation through reduction and storage of greenhouse gas emissions
- Other air quality improvements such as reduction in ammonia emissions
- **Conservation and enhancement of biodiversity**

Those in bold above are public goods delivery of which could be assisted by the Board in terms of supporting local agricultural ratepayers who wish to be part of future ELMS. The actions taken could include slowing the flow through use of leaky dams or restoration of natural processes which not only regulate water quantity but quantity, reduce flood risk whilst conserving and enhancing biodiversity through creation of wetter areas which may host feeding sites for wading birds such as Curlew (*Numenius*), Lapwing (*Vanellus vanellus*) Snipe (*Gallinago gallinago*) and Red Shank (*Tringa tetanus*).

Review of Biodiversity Action Plan period 2015-2020

Other likely ELMs targets will be tree planting, habitat creation and restoration or management activities. The Board could assist with delivery through the consenting process.

3.2 Species Action Plans

3.2.1. Water Vole

Continuation of surveys associated with Water vole within the District is important in terms of understanding whether they return to an area from which they previously existed and it appears were likely predated, particularly in the areas where they were last seen on Pearl Brook and Forebridge Drain East.

3.3 Invasive Non-Native Species

3.3.1 Signal Crayfish (*Pacifastacus leniusculus*)

Have been identified within the Board District. Signal crayfish, shown Figure 1.6, not only carry a plague which impacts the protected and endangered native White-clawed crayfish (*Austropotamobius pallipes*), it also burrows deep into watercourse banks de-stabilising them and creating additional silt input into the water.



Figure 1.6: Signal Crayfish within an IDB pump station compound

Signal crayfish were introduced from America as part of a farmed food programme in Dorset during 1970's. They escaped and their presence now amounts to an infestation of over 80% of rivers and streams through England and Wales and up to Inverness. They are voracious predators, creating an ecologically dead zone, then turning to cannibalism. For those watercourses in which Staffordshire Wildlife Trust volunteers identified the presence of signal crayfish, the Board could consider trapping through licence from the Environment Agency.

Review of Biodiversity Action Plan period 2015-2020

3.4 Habitat Action Plans and Species Action Plans 2020-2025

Overleaf an example is presented of what the Board's future BAP Implementation 2020-2025 plan could be.

All BAPs should be dynamic live documents capable of being altered as soon as a new opportunity to conserve and enhance biodiversity within the Board's District is identified, to which the Board can bring benefit through its function.

Review of Biodiversity Action Plan period 2015-2020

Habitat/Species	Target Ref.	Target	Action Ref.	IDB Actions	Date	Indicators	Reporting
Drains and Ditches	1	Maintain and enhance the existing habitat and species diversity of watercourses within the drainage district	1.1	Ensure the appropriate management of the IDB watercourses through an integrated Biodiversity Action Plan and Maintenance regime	through life of plan	Production of plan	Upon completion
			1.2	Identify and assess potential impacts of all new discharges into IDB maintained waterways	through life of plan	No. of consents assessed	Annually
			1.4	Review all applications for "Consent for works affecting IDB watercourses" to ensure minimal environmental impacts on the aquatic habitats	through life of plan	No of consents assessed	Annually
	2	Control of non-native invasive species along and in IDB maintained waterways	2.1	Record and report all INNS to GB Non Native Species secretariat	through life of plan	Length (m) watercourse surveyed	Annually
			2.2	Trapping and removal of Signal Crayfish from Board maintained watercourses	through life of plan	No. of crayfish captured and removed	Annually
Flowering Rush	3	Understand the distribution of Flowering Rush in the drainage district	3.1	Survey 10km of drains and ditches annually for the presence of this species	Ongoing	Length (m) surveyed	Annually
			3.2	Submit records of Flowering Rush to the Staffordshire Ecological Records Centre	Ongoing	Number of records	Annually
			3.3	Record and collate all occurrences of other notable wetland plant species during surveys undertaken in the district	Ongoing	Number of records	Annually
	4	Manage bankside vegetation for the benefit of	4.1		Ongoing	Length (m) maintained	Annually

Review of Biodiversity Action Plan period 2015-2020

		Flowering Rush, and other wetland plants		Maintain environmental best practice cutting alternate banks and leaving bottom third vegetated			
			4.2	Maintain a fringe of vegetation at bank toe in channel during maintenance works on sufficiently wide watercourses	Ongoing	Length (m) maintained	Annually
Otter	5	Maintain and enhance suitable habitat for Otter in the drainage district	5.1	Assess existing habitat suitability for Otter in district	Ongoing	Length (m) assessed	2020
			5.2	Work with landowners to improve the riparian habitat for Otter (eg reduction in poaching at cattle drinking places	Ongoing	No of landowners advised	Annually
			5.3	Ensure maintenance and improvement works take into account the needs of Otters, retaining features such as trees, scrub, and overhanging root systems	Ongoing	No of features retained	Annually
	6	Encourage the fencing-off of watercourses to prevent damage to the banks/in-stream habitats by cattle	6.1	Provide training to IDB contractors on legislation pertaining to Otter and their habitat	Ongoing	No of staff trained	2020
			6.2	Ensure surveys for Otter activity are conducted prior to any bank improvement, drainage or other engineering works	Ongoing	No of surveys	Annually
	7	Monitor Otter activity within the drainage district	7.1	Collate records of Otter activity to establish a baseline data set for this species	Ongoing	No of records	Annually
			7.2	Submit all Otter records from the drainage district Staffordshire Ecological Records Centre	Ongoing	No of records	Annually

Review of Biodiversity Action Plan period 2015-2020

Water Vole	8	Maintain and enhance suitable habitat for Water Vole within the drainage district	8.1	Assess existing habitat suitability for Water Vole IDB maintained drains not previously surveyed	2020	Length (m) assessed	2020
			8.2	Ensure appropriate habitat management of watercourses suitable for watervole	Ongoing	Length (m) managed/maintained	Annually
			8.3	Review maintenance regimes and identify watercourses where the mowing and weed cutting regime can be altered to enhance and increase Water Vole habitat.	2010 onwards	Length (m) enhanced	Annually
	9	Ensure all IDB works comply with relevant legislation protecting Water Vole and their habitat.	9.1	Provide training to IDB employees on legislation pertaining to Water Vole and their habitat.	2011	Number of employees trained	Annually
			9.2	Ensure Water Vole surveys are conducted prior to any bank improvement, drainage or other engineering works.	Ongoing	Number of surveys undertaken	Annually
	10	Monitor populations of Water Vole within the drainage district.	10.1	Submit all Water Vole records from the drainage district to local biological recording centres.			
Procedural	11	Promote best practice in all drainage works	11.1	Train IDB contractors in environmental best practice	Ongoing	Number of employees trained	Annually
	12	Work with landowners through consenting process associated with ELMs applications	12.1	Publicise examples associated with water quality, quantity, WFD, flood defence, increasing biodiversity	As required	Number of articles/press releases/website and twitter	When required
	13	Improve understanding of species populations present within the drainage district	13.1	Submit all records to Staffordshire Ecological Records Centre	Ongoing	No of records submitted	Annually

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Warrington**

