



# Ancholme

Internal Drainage Board

**Virtual Meeting**

**Microsoft Teams**

**Log-in Instructions to be issued nearer the date**

**Meeting Papers**

**Wednesday 13 January 2021, 14:00**



# 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 Declaration of Interest

Board Members are advised to declare a pecuniary or non-pecuniary interest on any item in the Agenda.

### 1.2 Apologies for Absence

### 1.3 Minutes of the meeting held on 4 November 2020

#### Members Present:

Mr J Akroll	JAK
Mr J Anyan	JAn
Mr R Borrill	Chair
Mr C Day	CD
Mr A Godfrey	AG
Mr J Jackson	JJ
Mr T Nelthorpe	TN
Mrs H Rowson	HR
Mr C Sherwood	CS
Mr N Sherwood	NS
Mr W Strawson	WS
Mr J Summers	JS

#### In attendance on behalf of Environment Agency:

Mr A Charlesworth	AC
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#### In attendance on behalf of JBA Consulting

##### Officer:

Mr C Benson	Clerk
Mr P Jones	Engineer
Mr D Blake	Finance Officer
Miss J Parker	Rating Officer

#### Declaration of Interest

**2020.77** Chair and CD in item 4.2.6 Redbourne Village Flood Alleviation Scheme. TN if foreshore at Ferriby mentioned.

#### Apologies for Absence

**2020.78** Apologies for absence were received from Mr R Herring, Mrs J Jackson, Mr J James, Mr M Storey, Mr R Wilson and Mr H Williams.

#### Minutes of the Meeting 3 June 2020

**2020.79** Minutes of the meeting held 3 June 2020 were considered. **Chair proposed to sign as true record, all members in agreement.**



## Matters arising not discussed elsewhere on Agenda

**2020.80** Clerk advised in relation to item 2020.61 that he had submitted a Highland Water Claim with regards to South Kelsey which had resulted in an additional payment of £13,000 being received.

## Complaints/FOI requests

**2020.81** None received.

## Environment Agency Maintenance

**2020.82** Chair introduced AC in attendance on behalf of the EA and advised that due to another commitment his update on section 4.2.5 would be brought forward.

**2020.83** AC stated that all watercourse weed cuts had been completed, that handwork was still in the process of being carried out and that there was one last grass cut to complete on embankments. He confirmed that all works should be completed in the next two to three weeks and added that recovery works from the October/November flooding was also currently being progressed.

**2020.84** Chair referred to West Drain maintenance and the silt survey. AC confirmed that the survey had been completed and that he had a meeting with the landowner on site tomorrow. He advised that a 200m length of de-silting would be carried out to the downstream end of the watercourse. Chair enquired how deep they would be de-silting and would it make any difference. AC stated that nothing below bed levels would be removed and that unsure of how much impact it would have. He added that he had no date for the works yet as consultation with the EA Ecology team still had to be undertaken, that they were considering a PSCA agreement and that discussions were being held with the Board's Engineer.

**2020.85** East Drain Maintenance – Chair advised that he had received photographs of South Ferriby which showed that the channel looked choked. AC advised he would chase this up as the weed cut should have been completed.

**2020.86** East Drain/River Rase Future Maintenance – AC confirmed works should be done. JAK advised that recently visited section at Gulham Road and that no weed cutting had been carried out yet. AC advised he would chase up. JAN then advised that under Bishopsbridge on the River Rase it was very silted up and enquired what works were being done to alleviate the water flow. AC confirmed it was on the list of works to look at and would be done as and when they could.

**2020.87** Thornton & Owersby Beck (Upstream) Maintenance – AC admitted in discussions with Board's Engineer as not much been done and needed to be looked at.

**2020.88** JS advised that he was unhappy with some of the works carried out to the River Rase stating that under one of the bridges there were concrete blocks which restricted the flow of water and had seen photographs that show the watercourse dramatically grown with weeds up to bank top levels. AC confirmed that discussions ongoing with Board's Engineer and that looking at for next year. Eng added that Thornton & Owersby Beck and upstream of Toft Newton Reservoir up to Saxby were low priority systems for the EA and that DEFRA priorities were to households which dictated the monies to the EA. Eng then added that Toft Newton up to Saxby and Thornton & Owersby Beck up to Thornton Road were to be considered under a PSCA between the Board and the EA who were working together on maintenance but that needed to be agreed which systems would be maintained and more importantly how the works would be funded. Chair asked if EA would be happy to use the Board's contractors. AC confirmed yes, they would prefer to use IDB contractors as it would be at cost price and benefit for the Agency and that needed to be looked at and moved forward.



## Environment Agency Works

- 2020.89** South Ferriby to Winteringham Ings – AC confirmed that works done to embankment to east of South Ferriby Lock and that would be implementing flood walls and gates over next few months.
- 2020.90** Chair referred to Fulseas and West Drain. Eng responded that access track over bank top currently in progress confirming that pumps are submersible if overtopping occurs. He added that currently in discussions with others at EA and designers and contractors involved as to how drainage system west of Cemex was affected as concerns of an already waterlogged area.
- 2020.91** JS stated he had concerns over silt in the watercourses and nothing being done. AC advised that the EA were being led by DEFRA and that people and property were the priority with farmland not being deemed as important. Chair advised that this would be brought up at the next meeting with the EA.
- 2020.92** TN queried the role of Cemex at South Ferriby and whether not operating the site. AC advised that Cemex still had responsibility but would be a distanced management as slowly dismantling the works, scaling back as much as they could do. Eng confirmed that as a landowner Cemex do have a responsibility and that their existing ponds are pumped into West Drain.
- 2020.93** Chair thanked AC for attending the meeting adding that it was useful to exchange information and knowledge.

## Clerk Report

- 2020.94** Policy – Noted.
- 2020.95** Legislation – National Flood & Coastal Erosion Risk Management Strategy – Noted.
- 2020.96** DEFRA – Precept and Highland Water Contributions – Noted.
- 2020.97** Humber Flood Risk Management Strategy – Noted.
- 2020.98** Association of Drainage Authorities – Noted.
- 2020.99** Bank Mandate – Clerk advised members that approval was required to add the Board's Financial Officer, David Blake, as a signatory on the account so he could approve payments. Chair confirmed to members that he and AG authorised payments and that not the case that JBA would be signing all payments. AG queried if Clerk and Ian Benn would remain as signatories. Clerk confirmed yes and that both would be available if others not stating that the Finance Officer would be approving payments with Chair and AG and that Officers could only approve payments up to £10,000. **All Members in agreement.**

## Engineers Report

### Asset Management

- 2020.100** Hydraulic Modelling – Eng confirmed this was out to open tender and that the Shire Group and JBA would be excluded from the evaluation.
- 2020.101** Hibaldstow Pumping Station Refurbishment – Eng advised that contractors were being approached for structural report as well as progressing the business case for funding the refurbishment.
- 2020.102** Telemetry – Eng confirmed this was progressing with live demonstrations/presentations from four suppliers planned for next week.
- 2020.103** Riparian Responsibility Pilot – Information noted.



- 2020.104** Grant in Aid Forward Plan – Information noted.
- 2020.105** Water Level Management – Eng confirmed diesel pump installed 31<sup>st</sup> July and that had had minor issues but that resolved by Stuart Pumps under warranty. TN enquired how long left on warranty. Eng said he would confirm after meeting. Low Farm diesel pump warranty is 2000 hours or 6 months whichever comes first. We are currently at c.250 hours or expiry by end of January 2021 (based upon install on 31<sup>st</sup> July 2020) and a number of items have been successfully resolved under warranty to date.
- 2020.106** Pumping Stations – Eng reported that a recent planned power outage had affected four of the Board's stations. Three had been reset successfully but they had been unable to reset Cadney Pump Station. He advised that the outage had wiped all the settings from the Level Controller and that the Board's Employee had to attend the station twice a day to control the pumps in hand. Eng confirmed that the Level Controller was replaced on 24<sup>th</sup> October at a cost of £2,800 and was now in auto operation with no further issues reported since.
- 2020.107** Maintained Ordinary Watercourses – Information noted.
- 2020.108** PSCA – Redbourne Village Flood Alleviation Scheme – Eng reiterated information provided in papers.
- 2020.109** Enforcement – Eng confirmed that a formal notice had been issued to the owners of a strip of land to Fulseas drain. He advised that the Company who owned the land had responded stating they would complete the works but they were currently trying to source a contractor.

## Finance Report

The Finance Report previously issued to Members was discussed.

- 2020.110** Rating Report – FO confirmed that all Special Levies had now been collected along with 77% of the drainage rates.
- 2020.111** Audit – Information noted.
- 2020.112** Budget Comparison for Year Ending 31 March 2020 – FO took members through the report pointing out that "Out Turn" should read "To Date" advising that the comparison is a snapshot of where the Board are today against the budget set in January. He advised that the Board had received more income than expected, significant additional contributions to those budgeted included the additional Highland Water Claim advised earlier by the Clerk along with an additional £12,000 for the Telemetry Hosting system, reporting that other IDB's had chosen to remain with the system. FO advised that expenditure was where we would expect, pumping station and drains maintenance expenditure was at a low level now but as winter approaches and the maintenance season finished, we expect costs to increase significantly.
- 2020.113** Five Year Budget Estimate – FO took members through the report advising that there would be a deficit this year, he explained that the cost of the Board's current operations is more than the income received, so the Board is currently using its reserves to function. He further advised that if the Board wished to continue with current operations then the rate would have to increase, the budget estimate shows what income is required over the next five years to cover all costs and bring the reserve level up to 30% . He added that Capital costs (particularly the cost of borrowing) and inflation were included in the budget estimate. He then advised that the report was a live document and was constantly being updated when more information became available.
- 2020.114** Capital Plan – FO explained graphs provided with the papers. Chair noted that most expensive stations would be Broughton in 2025 and Appleby in 2032 asking if this was because they were larger and older stations. Eng stated that the intrusive asset inspection at Hibaldstow should provide information on the residual life of the Board's assets to enable better information



to update the forward plan for the rest of the stations adding that replacement was based on the age of the station. JS queried the interest rate for borrowing. Clerk advised that this varied dependent upon when the loan was taken adding that the largest one the Board currently had was at 9-10% reducing to 4.1-4.2% on the lowest. He confirmed that the current rate for borrowing was 2.4%. Clerk then advised members that the current table did not include Grant In Aid or Local Levy funding so a worst case scenario had been shown. TN clarified that for future borrowing this would be at 2.5% fixed through Public Loans Board. Clerk confirmed stating that FO continually checks the rates and updates the report. FO then explained it was prudent to plan and budget for the worse case scenario, when things such as Grant In Aid is approved it will then be incorporated into the budget, reducing expenditure and minimizing the need for significant rate increases.

**2020.115** Schedule of Payments – **All members confirmed okay with and approved.**

### **Health Safety & Wellbeing**

**2020.116** Information noted with Chair stating that new Government restrictions taking effect tomorrow would not affect the Board's employee. Clerk confirmed that day to day activities would continue and that annual inspections of the weedscreens etc were being planned. He also advised that Officers would be available via phone and email as the Office may not always be manned.

### **Environmental Adviser Report**

**2020.117** Legislation – Information noted.

**2020.118** BAP Implementation - Information noted.

### **Representation**

**2020.119** Members noted information in the report.

### **Any Other Business by leave of Chairman**

**2020.120** None.

### **Date of Next Meeting**

**2020.121** 13<sup>th</sup> January 2021.

## **1.4 Matters arising there from not elsewhere on Agenda**

## **1.5 Complaints/FOI/EIR requests**

None received.





## 2. Clerk report

### Recommendations:

- To note the information contained in this report

### 2.1 Policy

The Board policies have been reviewed. Most require a minor alteration to change the name of the Clerk. The Board's Policy Statement will require changing to reflect the new objectives as detailed in the National Flood & Coastal Erosion Risk Management Strategy.

### 2.2 Legislation

Nothing to Report

### 2.3 Humber Flood Risk Management Strategy – Humber 2100+

The public consultation will take place in the Spring.

### 2.4 Association of Drainage Authorities

Following on from the Government's announcement in Spring that it was looking to phase out the use of red diesel as part of its drive to reduce carbon emissions and improve air quality.

ADA have been asked by DEFRA to respond on behalf of the IDB community to the public consultation with regard to the reforms to the tax treatment of red diesel and quantify the scale of the impact on the sector. DEFRA's informal view, at this stage, is that IDBs would not be covered by the agricultural exemption.

ADA have therefore requested that each IDB forward their usage details for the year ending 31 March 20 to them, to enable ADA to respond on behalf of the industry. This information is currently being compiled.

The ADA Chief Executive has also written a letter to all IDBs and this is attached at Appendix A.



## 3. Financial Report

### Recommendations:

- To note the information contained in this report
- To approve the Risk Register
- To approve the Estimates for the Year Ending 31 March 2022
- 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 15 December 2020: -

	£	£
Balance Brought forward at 1 April 2020		487.68
<b>2020/2021 Drainage Rates and Special Levies</b>		
Drainage Rates		352,301.42
<b>Special Levies</b>		
North Lincolnshire Council	206,609.00	
West Lindsey District Council	18,850.00	225,459.00
<b>Total Drainage Rates Due</b>		<b><u>578,248.10</u></b>
<b>Less Paid: -</b>		
Drainage Rates		305,245.63
North Lincolnshire Council	206,609.00	
West Lindsey District Council	18,850.00	225,459.00
<b>Total Drainage Rates Paid</b>		<b><u>530,704.63</u></b>
<b>Balance Outstanding as at 15 December 2020</b>		<b><u>47,543.47</u></b>

### 3.2 Audit

#### 3.2.1 Internal Audit

Minutes of the Internal Audit Review held Monday 23 November 2020 at Epsom House are available at Appendix B. to report.

#### 3.2.2 External Audit

Nothing to report.

#### 3.2.3 Risk Register

The Risk Register is attached at Appendix C and requires the Board's approval.



## 3.3 Rates & Special Levies for the Year Ending 31 March 2022

<b>ANCHOLME INTERNAL DRAINAGE BOARD</b>						
<b>ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2022</b>						
	2020/21	Estimated			2021/22	
Approved		Out-Turn				Estimate
Estimate						
£	£	£	£		£	£
				<b>INCOME</b>		
				<b>Drainage Rates on Agricultural Land and Buildings:-</b>		
182,785		182,772		13.25p in £ on AV of £1,462,179	193,739	
169,529		169,529		13.25p in £ on AV of £1,356,232	179,701	
				<b>Special Levies (13.25p in £)</b>		
				North Lincolnshire Council		
206,609		206,609		13.25p in £ on AV of £1,652,868	219,005	
				West Lindsey District Council		
18,850		18,850		13.25p in £ on AV of £150,796	19,980	
				<b>Other Income:-</b>		
1		1		Rental Income	1	
17,340		17,964		Income from Rechargeable Works	17,340	
70		70		Interest etc	70	
16,639		43,081		Telemetry Contribution	15,000	
0		0		New Works and Improvement contributions	0	
<u>66,764</u>	678,586	<u>82,764</u>	721,640	Other Contributions	<u>50,714</u>	695,550
				<b>EXPENDITURE</b>		
95,976		95,976		Flood Defence Levy	96,936	
6,564		29,717		Capital Works	0	
155,201		145,687		Pumping Stations	167,444	
277,028		256,453		Drains Maintenance	268,078	
26,000		15,000		Telemetry Maintenance	15,000	
71,105		77,797		Administration Costs	76,386	
850		850		Cost of Rechargeable Works	850	
7,660		7,517		Office/Depot Costs, Materials etc	7,660	
0		0		Cost of Borrowing- Telemetry	28,996	
<u>74,792</u>	<u>715,176</u>	<u>74,792</u>	<u>703,789</u>	Cost of Borrowing	<u>74,792</u>	<u>736,142</u>
	(36,590)		17,852	Surplus - (Deficit)		(40,592)
	<u>230,596</u>		<u>248,572</u>	Balance Brought Forward		<u>266,424</u>
	<b><u>194,006</u></b>		<b><u>266,424</u></b>	<b>Balance Carried Forward</b>		<b><u>225,832</u></b>
				<b>Previous Years Rates in the £</b>		
				2003/04:10.29p - 2004/05:10.29p - 2005/06:10.29p - 2006/07:10.29p - 2007/08:10.29p - 2008/09 : 10.29p		
				2009/10 : 10.29p - 2010/11 10.29p - 2011/12 : 11.29p - 2012/13 : 11.29p - 2012/13 : 11.29p - 2013/14 :11.29p		
				2014/15 : 12.29p - 2015/16 : 12.29p - 2016/17 : 12.29p- 2017/18 : 12.50p - 2018/19 : 12.5p - 2019/20 : 12.50p		
				2020/21 : 13.25p		
				<b>Penny Rate : £46,221</b>		



## 1. Telemetry Funding Options; Forecasted cost £275,000 approx.

Option A- Lease Purchase Agreement with the supplier £55k p/a over 5 years

Option B- Fund by borrowing full amount from PWLB. 10-year repayment plan @ 1.02% equating to £28,996 p/a over 10 years

Option C- Fund by borrowing full amount from PWLB. 15-year repayment plan @ 1.16% equating to £20,027.54 p/a over 15 years

## 2. Ancholme IDB- 2020/21 Rate Options; 10-year Loan

Forecasted Brought Forward Reserve Level: 37.86%

Option 1- Stay with the same rate, sets a forecasted budget deficit of (£75k) & reduces the reserve balance to below 30%

Option 2- Increase the rate by 0.25p, sets a forecasted budget deficit of (£63k) & reduces the reserve balance to below 30%

Option 3- Increase the rate by 0.5p, sets a forecasted budget deficit of (£52k) & reduces the reserve balance to below 30%

Option 4- Increase the rate by 0.75p, sets a forecasted budget deficit of (£40k) & reduces the reserve balance to 30.7% meeting the Reserve Policy Target

Option 5- Increase the rate by 1p, sets a forecasted budget deficit of (£29k) & reduces the reserve balance to 32.3% meeting the Reserve Policy Target

## 3. Ancholme IDB- 2020/21 Rate Options; 15-year Loan

Forecasted Brought Forward Reserve Level: 37.86%

Option 1- Stay with the same rate, sets a forecasted budget deficit of (£66k) & reduces the reserve balance below 30%

Option 2- Increase the rate by 0.25p, sets a forecasted budget deficit of (£55) & reduces the reserve balance below 30%

Option 3- Increase the rate by 0.5p, sets a forecasted budget deficit of (£43k) & reduces the reserve balance to 30.7% meeting the Reserve Policy Target

Option 4- Increase the rate by 0.75p, sets a forecasted budget deficit of (£31k) & reduces the reserve balance to 32.3% meeting the Reserve Policy Target

Option 5- Increase the rate by 1p, sets a forecasted budget deficit of (£20k) & reduces the reserve balance to 33.9% meeting the Reserve Policy Target



## 3.4 Five Year Budget Estimate

The five-year forecast of income and expenditure is shown below.

<b>Ancholme IDB</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>2020/21</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
<b>Revenue Account</b>	<b>App Budget</b>	<b>Estimated Out Turn</b>					
	<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME</b>							
Drainage Rates - Land (AV) : £2,818,411	352,314	352,301	373,439	401,624	429,808	457,992	465,038
Levies North Lincolnshire Council - (AV) £1,652,868	206,609	206,609	219,005	235,534	252,062	268,591	272,723
Levies West Lindsey District Council - (AV) £150,796	18,850	18,850	19,980	21,488	22,996	24,504	24,881
Interest etc.	70	70	70	100	100	150	150
Contribution from S&GWMB	17,340	17,964	17,340	17,687	18,041	18,401	18,769
Rental Income	1	1	1	1	1	1	1
Telemetry Income	16,639	43,081	15,000	0	0	0	0
Other Contributions	66,764	82,764	50,714	51,728	52,763	53,818	54,894
<b>TOTAL INCOME</b>	<b>678,586</b>	<b>721,640</b>	<b>695,550</b>	<b>728,162</b>	<b>775,771</b>	<b>823,458</b>	<b>836,457</b>
<b>EXPENDITURE</b>							
Flood Defence Levy	95,976	95,976	96,936	97,905	98,884	99,873	100,872
<b>NEW WORKS</b>							
<b>Contingency Planning</b>							
Capital	6,564	29,717	0	0	0	0	0
<b>Cost of Borrowing- Existing</b>	<b>74,792</b>	<b>74,792</b>	<b>74,792</b>	<b>71,168</b>	<b>67,545</b>	<b>60,405</b>	<b>60,405</b>
<b>Cost of Borrowing- Telemetry</b>	<b>0</b>	<b>0</b>	<b>28,996</b>	<b>28,996</b>	<b>28,996</b>	<b>28,996</b>	<b>28,996</b>
<b>Cost of Borrowing- Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,058</b>	<b>24,058</b>	<b>24,058</b>	<b>96,232</b>
Other Board Shares	850	850	850	950	950	1,200	1,200
Depot/Office Costs	7,660	7,517	7,660	7,813	7,969	8,129	8,291
Maintenance	277,028	256,453	268,078	273,440	278,908	284,487	290,176
Administration	71,105	77,797	76,386	77,914	79,472	81,061	82,683
Pumping Stations	155,201	145,687	167,444	170,793	174,209	177,693	181,247
Telemetry Maintenance	26,000	15,000	15,000	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>715,176</b>	<b>703,789</b>	<b>736,142</b>	<b>753,036</b>	<b>760,992</b>	<b>765,902</b>	<b>850,101</b>
Surplus (Deficit) on Year	(36,591)	17,851	(40,592)	(24,875)	14,779	57,556	(13,644)
Balance Brought Forward	230,596	248,573	266,423	225,831	200,957	215,736	273,292
<b>Balance</b>	<b>194,006</b>	<b>266,423</b>	<b>225,831</b>	<b>200,957</b>	<b>215,736</b>	<b>273,292</b>	<b>259,647</b>
Capital Account Balance transfer	0	0	0	0	0	0	0
<b>Balance to Carry Forward</b>	<b>194,006</b>	<b>266,423</b>	<b>225,831</b>	<b>200,957</b>	<b>215,736</b>	<b>273,292</b>	<b>259,647</b>
Reserve Policy Target 30%	27.13%	37.86%	30.68%	26.69%	28.35%	35.68%	30.54%
AV: £4,622,075							
Penny Rate: £46,221							
Rate in £	12.50p	12.50p	13.25p	14.25p	15.25p	16.25p	16.50p
Inc./Dec. from Previous Year	no change	no change	0.75p inc.	1.00p inc.	1.00p inc.	1.00p inc.	0.25p inc.
Rate in £ Inc./Dec. from Previous Year	no change	no change	6.00% inc.	7.55% inc.	7.02% inc.	6.56% inc.	1.54% inc.



Year Ending	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Capital Account</b>						
	£	£	£	£	£	£
<b>INCOME</b>						
PWLB Loan		275,000	500,000			1,300,000
Environment Agency - Grant in Aid		270,000				
Local Enterprise Partnership Contribution						
Environment Agency - Highland Water Contribution						
Other Contributions						
Transfer from Revenue Account						
<b>TOTAL INCOME</b>	<b>0</b>	<b>545,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>1,300,000</b>
<b>EXPENDITURE</b>						
<b>NEW WORKS</b>						
Hibaldstow PS Scheme R			500,000			
Broughton PS Scheme R						1,300,000
Telemetry		275,000				
Hibaldstow PS Asset Inspection		50,000				
Hydraulic Modelling		220,000				
<b>TOTAL EXPENDITURE</b>	<b>0</b>	<b>545,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>1,300,000</b>
Surplus (Deficit) on Year	-	-	-	-	-	-
Balance Brought Forward	-	-	-	-	-	-
<b>Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## 3.5 Schedule of Payments

All payments made since those reported to the Board at the previous meeting are show below.

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
		No.			PAYMENT	
<b>2020</b>					<b>£</b>	
Oct	13th	84	Land Registry	Land Registry Searches	3.00	*
	14th	74	3 Business Services	Telemetry Lines	206.21	*
	15th	118	Nat West Business Card	Business Card - Fuel	285.81	*
				Marshall Motor Group - Vehicle Maintenance	1,313.02	*
				Card Fees	45.00	*
		-	NatWest	Bank Fees	22.25	*
	20th	76	Ellgia Ltd	Skip Hire	582.86	
		88	DDM Agriculture	Depot Rent	937.50	
		81	Humber Nature Partnership	Membership Fees	219.60	
		89-103	ID Spares & Services Ltd	Weedscreen Cleaner Inspections & Reports	6,558.00	
		82-3	JBA Consulting	Fee Accounts: -		
				BAP Implementation	2,597.52	
				1/4 Salary & Expenses	15,332.51	
		80	PKF Littlejohn LLP	External Audit Fee 2019/20	1,920.00	
		85	RJ & AE Godfrey	Meeting Expenses	40.81	
		86	Towergate Insurance	Vehicle Addition	48.00	
		87	Woldmarsh Producers Ltd	Supply to Redbourne PS	147.75	*
				Supply to Waddingham PS	108.58	*
				Supply to Brimmer Beck PS	259.46	*
				Farmstar - Pump Parts for Low Farm	42.16	*
		75	Dawsongroup Vans Ltd	Vehicle Hire	92.11	*
	21st	-	HMRC	PAYE/NI	799.41	
		-	Scunthorpe & Gainsborough WMB	Rates	96.69	
	22nd	-	Employee	Wages	2,620.25	
		-	B&CE Holdings	Pension Contributions	237.97	*
	26th	114	BT	Line to Employee Home	84.69	*
	27th	117	Land Registry	Land Registry Searches	27.00	*
	29th	119	O2 (UK) Ltd	Mobile Telephone	20.38	*
	30th	-	NatWest	Bank Fees	17.15	*
Nov	2nd	116	Crystal Ball Ltd	Vehicle Tracking	70.20	*
		115	BT (Depot Tel)	Line to Depot	206.18	*
		6	North Lincolnshire Council	Business Rates	115.00	*
	11th	109	John Pheasey	Waddingham PS Access Track - Ex Gratia Payment	525.00	*
	13th	120	3 Business Services	Telemetry Lines	206.82	*
	16th	113	Environment Agency	Flood Defence Levy	47,988.00	
		104	Eric Carnaby & Son Ltd	Maintenance Contract	22,871.20	
		105	Glanford Beet Ltd	Maintenance Contract	12,740.14	
		106	JBA Consulting	Fee Account - Telemetry System Support	4,529.94	
		107-8	N E Davis Plant Hire	Maintenance Contract	53,392.18	
		110	Perry's Pumps Ltd	Pumping Station Inspections	5,238.00	
		111	Solo Protect Ltd	Lone Worker Monitoring	72.00	
		-	Nat West Business Card	Business Card - Fuel	329.93	*
				Home Bargains - Depot Supplies	16.46	*
				Halfords - Tools & Equipment, etc.	68.00	*



				WH Smith - Depot Stationery	31.71	*
		-	NatWest	Bankline Fees	24.95	*
		-	HMRC	PAYE/NI	799.61	
19th	112		RF Electrical	Cadney PS - Level Controller Replacement	2,800.00	
		-	Employee	Wages	2,620.45	
		-	B&CE Holdings	Pension Contributions	237.97	*
20th	121		Woldmarsh Producers Ltd	Supply to 30' PS	232.85	*
				Supply to Appleby PS	96.42	*
				Supply to Appleby PS	95.18	*
				Supply to Bentley Farm PS	271.05	*
				Supply to Brimmer Beck PS	108.28	*
				Supply to Broughton Carr PS	308.29	*
				Supply to Cadney PS	305.83	*
				Supply to Candley Beck PS	94.95	*
				Supply to Carr Drain PS	273.39	*
				Supply to Depot PS	199.07	*
				Supply to Fulseas PS	253.36	*
				Supply to Hibaldstow PS	556.43	*
				Supply to Island Carr PS	120.26	*
				Supply to Nettleton Beck PS	46.31	*
				Supply to North Kelsey PS	172.92	*
				Supply to Redbourne Hayes PS	161.20	*
				Supply to South Kelsey PS	139.27	*
				Supply to Waddingham PS	111.89	*
				Supply to Worlaby PS	890.59	*
				Carr Drain PS - Meter Operator	168.00	*
				Worlaby PS - Meter Operator	168.00	*
				Appleby Carr - Meter Operator	168.00	*
				Waddingham - Meter Operator	168.00	*
				Cadney - Meter Operator	168.00	*
				Broughton Carr - Meter Operator	168.00	*
				North Kelsey - Meter Operator	168.00	*
				South Kelsey - Meter Operator	288.00	*
				Redbourne Hayes - Meter Operator	288.00	*
				Membership Fees	108.04	*
	24th	127	Land Registry	Land Registry Searches	6.00	*
	30th	-	NatWest	Bank Fees	14.00	*
Dec	1st	124	O2 (UK) Ltd	Mobile Telephone	18.94	*
		6	North Lincolnshire Council	Business Rates	115.00	*
	8th	129	Land Registry	Land Registry Searches	3.00	*
	10th	128	JBA Consulting	Telemetry change Project, etc.	1,639.57	
		125-6,132	N E Davis Plant Hire	Maintenance Contract, etc.	67,414.16	
		130	Schofield Sweeney	Legal Fees - Drainage Rate Letters	126.00	
	14th	123	3 Business Services	Telemetry Lines	206.71	*
	15th	137	Nat West Business Card	Business Card - Fuel	437.92	*
		-	NatWest	Bankline Fees	24.50	*
				<b>Total</b>	<b>265,852.81</b>	
				<b>* Total amount of direct debits, standing orders and payments approved by the Clerk only</b>	<b>11,868.41</b>	





## 4. Engineer's Report

### Recommendations

- To note the information contained in this report
- Delegated Powers to Approve and Appoint Maintenance Contractor (Item 4.2.4)

### 4.1 Asset Management

#### 4.1.1 Hydraulic Modelling

The Tender Opportunity was due to close on 10<sup>th</sup> December and is to be evaluated by North Lincolnshire Procurement with assistance from the Environment Agency. The evaluation will include and be reported to the Chairman and Vice Chairman by NLC.

#### 4.1.2 Hibaldstow Pumping Station refurbishment

The specification has been finalised and quotations from Contractors for structural investigations and reports will be sought.

With the intrusive structural investigation and business case a whole life asset investment plan and asset management plan for this asset will also be developed.

#### 4.1.3 Telemetry

4 Suppliers continue to be evaluated and scored based upon their quality and price.

Live Demos (or Virtual Site Visits) are being held via Teams from all 4 suppliers in December and early January to report back to the Telemetry Task & Finish Group.

The final scores based upon price and quality would lead a decision by each of the 3 IDBs involved in this telemetry change process and may require an extraordinary meeting dependent on timings.

Once a supplier and therefore cost is identified; funding options will also need review for approval including 5 year lease options with the supplier (similar to previous arrangements), borrowing (if up-front capital is required to progress), and local levy support funding from the RFCC.

#### 4.1.4 Riparian Responsibility Pilot

A copy of the meeting notes can be found at Appendix D and the NFU are now represented.

It has been noted by the Environment Agency that the *Living on the Edge* riparian responsibility guidance is being updated and is currently being reviewed by the EA National teams.

### 4.2 Water Level Management

#### 4.2.1 Low Farm Outfall

As noted in the meeting minutes circulated after the last meeting the Low Farm diesel pump warranty is 2000 hours or 6 months whichever comes first. We are currently at c.250 hours or expiry by end of January 2021 (based upon install on 31<sup>st</sup> July 2020) and a number of items have been successfully resolved under warranty to date.

Options for extended warranty have been requested from Stuart Pumps Ltd. via Woldmarsh.



## 4.2.2 Pumping Stations

No issues have arisen that require the attention of the Board.

## 4.2.3 Inverted Syphons

No issues have arisen that require the attention of the Board.

## 4.2.4 Maintained Ordinary Watercourses

### Watercourse Maintenance 2020/21

North Lincolnshire Council Procurement are preparing the Open Tender documentation for flailing and de-weeding the Gravity Catchments aiming for return of tenders in February for evaluation.

An extraordinary meeting, delegated powers to the Chairman and Vice Chairman, or delegated powers to Task & Finish Group will be required to progress an appointment to start from 15<sup>th</sup> July 2021 for 8 years.

## 4.2.5 Main River

### Environment Agency Maintenance

The EA are to update the PSCA agreement with the Board to consider the following Main River works funded by the EA and undertaken by an IDB Contractor.

The first instruction received from the EA direct relates maintenance required on the Main River

- *Redbourne Old River* downstream of Redbourne Village between Beechwood and Riverhead house.

The remaining systems identified to date relate to those Main Rivers where currently IDB maintained watercourses are upstream and await approval of the EA:

- West Drain (removal of reeds and some siltation)
- Thornton & Owersby Beck / Owersby Catchwater c2300m
- Thornton Catchwater / Thornton Carrs drain from Whinghale Priory, Poverty drain to Thornton / Owersby beck c 1000m
- Thornton & Owersby Beck downstream of Thornton Catchwater and Owersby Catchwater towards River Ancholme (willow tree removal/cut back)
- River Ancholme Toft Newton to Saxby Old Ancholme c 2900m

## 4.2.6 Environment Agency Recovery Works - Old River Ancholme

The Environment Agency recently published a flyer giving an update on the recovery works on the Old River Ancholme. A copy is shown in Appendix E.

## 4.2.7 Public Sector Cooperation Agreement

### Redbourne Village Flood Alleviation Scheme

Phase 2 = Replace trash screen B1206

Prices for the trash screen works have been returned by IDB Contractors and a further meeting on site is being arranged with NLC to finalise the approach in line with landowner expectations.

*Phase 1 = Downstream Village overflow channel and Phase 3 = Upstream Village attenuation pond* are seeking agreement with owner occupiers.



## **4.3 Planning, pre-application advice, and consents**

### **4.3.1 Land Drainage Act 1991 Section 23 and 66 (Byelaws) Consents**

No consents requiring consideration on behalf of the Board have been received to 17 December 2020.

### **4.3.2 Extended District Consents (Land Drainage Act 1991 Section 23)**

4 No consents requiring consideration on behalf of the Board have been received to 17 December 2020 relating to the extended area. 3 Have been granted with 1 remaining pending, the Board requiring additional clarification over level differences.



## 5. Health, Safety and Wellbeing

**Recommendation:**

- To note the information contained in this Report

### 5.1 Board Employee

#### 5.1.1 Accident, incidents and near misses

Nothing to report.

#### 5.1.2 COVID-19

The area is currently under COVID-19 restrictions, in the Tier 3 High alert category for England.

JBA offices have continued to remain open during this pandemic and we continue to deliver our services. JBA have adopted flexible working with remote working from home for those staff who can. We will be receiving and reading email as normal, but we may not always be available directly on the office number to take calls.

#### **Board operations**

During this period, the Board's day to day activities have not been adversely affected.



## 6. Environmental Adviser's Report

**Recommendation:**

- To note the information contained in this Report

### 6.1 Legislation

Nothing to report.

### 6.2 BAP Implementation

Nothing to report.

## 7. Representation

Officers have represented the Board at the following fora:

<b>Environmental</b>	<b>Flood Risk Management</b>	<b>Other</b>
Humber Estuary Relevant Authorities Group (HERAG)	Humber Flood Risk Management Steering Group	Riparian Project Working Group
Comprehensive Review Humber Strategy	Partnership Approach to Catchment Management (PACM)	NaFRA2
Humber Nature Partnership Board	North Lincolnshire Flood Risk Board	

## 8. Any Other Business by Leave of The Chairman

## 9. Date of Next Meeting

Wednesday, 2 June 2021  
at Godfreys Offices, Elsham Top, if possible.

Wednesday, 3 November 2021  
at Godfreys Offices, Elsham Top, if possible.



## **10. APPENDIX A – ADA Letter to IDB Members**

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



# Representing Drainage Water Level & Flood Risk Management Authorities

Rural Innovation Centre, Avenue H,  
Stoneleigh Park, Warwickshire, CV8 2LG  
Telephone: +44 (0) 2476 992889  
Email: [admin@ada.org.uk](mailto:admin@ada.org.uk)  
Website: [www.ada.org.uk](http://www.ada.org.uk)  
Twitter: @ada\_updates

To: All IDB Members

by e-mail

21st December 2020

Dear Members

## ADA Drainage Board Membership 2021

2020 has been a particularly stressful year on the counts of both the COVID19 crisis and the severe weather and its consequences for some of us at the start of the year. All of that will, without doubt, have economic, social and environmental consequences for us all and ADA is very keen to help minimise those consequences through keeping Government focussed on one of the basic foundations of our society – Flood & Coastal Erosion Risk Management (FCERM). Thank you to all of you for continuing your support of ADA in the face of all the pressures facing you and thank you for all that you have done in working collaboratively with other ADA members.

With some cautious optimism, it seems that spending pledges are to be maintained on capital investment for FCERM projects and even the revenue allocation afforded to Defra for the next 12 months is a positive one. ADA knows that you will be under huge pressures in the wake of the COVID19 crisis and that, I am sure, is where we can continue to be of help to you as core members of our organisation and the wider “flood family”.

Many of the things I said we would focus on last year have come to fruition, notably around our involvement and support of the FCERM Strategy update, and our help in influencing Defra’s FCERM Policy Statement and support of the Environment Bill. The (only) positive side of the pandemic has led ADA to have more direct communication with Defra at the highest levels as well as engaging with providing evidence to parliamentary committees such as EFRA and finding more time to respond to the plethora of consultations which have been undertaken this year.

We have also made real progress on developing an Environmental Good Governance Guide for IDB Board members which we hope to publish in the first quarter of 2021. Many of you have also made significant progress in improving attendance at your Board meetings and general governance, some of which has probably been a direct result of having to conduct meetings online. Whilst the online meeting derogation to your standing orders remains in force until May 2021, ADA is talking to Defra about the possibility of making that a permanent change so you have a choice about how you conduct your meetings in the future.

Carbon reduction measures, climate change adaptation and resilience are key areas of interest and commitment for ADA in support of its members’ future activities and we will be examining how we can achieve that and how we can help you in transforming your activities.

ADA will be updating its Memorandum & Articles of Association in 2021 and, as core members, we will be seeking views on proposed changes which are simply intended to update and keep ourselves operating to current business standards and to the wishes of our members. A wider consultation will be carried out in the early part of 2021 and your views will be most welcome before we finalise an amended version for sign-off at our next AGM.

I have unfortunately not been able to visit many of you this year and virtual meetings do not replace the quality of face-to-face meetings. They do, however, have a place for more routine business and I have made full note of how that has allowed better communication where physical meetings often excluded



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certain participants. ADA will be using the pandemic experience to try and better tailor the future needs of its members through a balanced mix of physical and online events.

In the circumstances, it is only right that ADA has frozen its subscription fees for the next 12 months and so your membership fees will stay unchanged for 2021. The industry as a whole enormously benefits from your individual membership and the ADA team and I would very much welcome your Drainage Board's continued support during the next 12 months in order to build on our recent work (see our plan for 2021 overleaf), and thank you again for being a member of ADA.

On behalf of us all, may I wish you and your colleagues a Merry Christmas and hoping that 2021 will be happier, healthier and more prosperous than 2020.

Innes Thomson, Chief Executive, ADA

## Outline Plan for ADA actions in 2021

Below are brief details of what you can expect from us in 2021:

- 1. Publication of Environmental Good Governance Guide**
- 2. Promote safer working practices** with guidance, workshops and links relating to health, safety and welfare for our members, building on our recent HS&W survey.
- 3. Complete the Development of educational resources** for 11 to 14 year olds to stimulate their thinking about the lowland water environment and career opportunities in water and flood management.
- 4. Publish guidance on engaging with developers** related to flood management features and financial contributions.
- 5. Climate change adaptation and resilience**
- 6. Public Sector Co-operation**
- 7. Continue to contribute to policy development** particularly around FCERM funding, controlled flood storage, sustainable drainage, resilient infrastructure and embankments, asset transfer, and IDB ratings reform with Defra, MHCLG and other government departments.
- 8. Provide a platform to share knowledge and innovation** through events such as FLOODDEX 2021 at the Peterborough Arena on the 7th and 8th April and at our Annual Conference in Westminster in November.





## 11. APPENDIX B – Minutes of the Audit Review Meeting

**Held online, Microsoft Teams  
Monday, 23 November 2020**

**Present:**

Mr Adrian Black (AB)	Scunthorpe & Gainsborough WMB
Mr Christopher Day (CD)	Ancholme IDB
Cllr Ray Sutherland (RS)	Sow & Penk IDB
Mr Andy Cane (AC)	Brodericks GBC

**In Attendance on behalf of JBA Consulting:**

Mr Mark Joynes (MJ) (Financial Officer to the Shire Group of IDBs)

**Introductions and Apologies for Absence**

MJ welcomed the members. Apologies for absence were received from Mr Michael Dougherty, Mrs Rosemary Webster and Mr David Blake of JBA Consulting.

**Minutes of the Last Meeting / Matters Arising**

The panel approved the minutes as a true and fair record with no matters arising.

**Risk Register**

The panel discussed the outline document. MJ explained that although the document had been reviewed, few changes had been made since the previous year. The draft outline registers would be issued to the chairmen before the January/February board meetings. The versions appearing in individual meeting papers would be greatly expanded. AC asked if any panel members had any feedback. CD said the Ancholme IDB viewed the document very positively. AB agreed, saying there had been no negative feedback from Scunthorpe & Gainsborough WMB. AC said the document generally achieved its aims well. RS said the document was well-received with Sow & Penk IDB. MJ said the Register provided members with an opportunity to consider all aspects of the Board's management and an opportunity to comment on any issues.

**Internal Auditor's Report**

The internal auditor reviewed the work undertaken on the 2019/20 accounts. In general, the internal auditor was satisfied with how things were run and said there were no major concerns. He said the Boards' control procedures were fit for purpose. Also, he expressed the view that Risk Registers underpin the internal control environment. The panel then discussed the following points:

Supplier Bank Details and Associated Fraud Risk

AC said that further to the previous year's review, there had been no major incidents, nor had there been any in the preceding year. CD asked AC what the particular concerns were and what more could be done. AC said that everything that could be in place was in place. CD agreed that in particular, suppliers contacting the Boards informing them of changes of bank details should be treated with care. MJ offered that almost every communication received, whatever the medium, should be treated with suspicion.

Decision Making & Member Attendance

The panel briefly discussed this issue. AC said that while this may not be a huge issue, it arose every meeting. MJ said that members could not be forced to attend, and they would continue to contact the authorities, asking them to ensure their appointed members attend.



AB said attendance had improved since the advent of virtual meetings, although some of the elected members may struggle with the technology, broadband signals, etc. He asked how long virtual meetings would continue. MJ said the Board were covered for their Jan/Feb 2021 meetings but possibly not the summer 2021 meetings.

**UPDATE** – The Boards' own Standing Orders do indeed allow for all members to remotely attend any meeting taking place before 7 May 2021. This aligns with the period specified for similar bodies by statute .

### Reserve Levels

AC said he found all the Boards' reserve levels to be adequate and the five-year plans were in place to assist.

### System Backup Procedures

AC said the System backup procedures in place had been reviewed and were found to be adequate. CD asked to what extent officers were working from home and if there were any associated security risks with these arrangements. MJ confirmed the officers were indeed working from home for the most part, as per JBA guidelines, but that officers did work in the office occasionally as when necessary. He told the members strict guideline were in place for office-based work with regard to Covid safety. He said that data security was as robust as when using a VPN as when working in the office.

**UPDATE** – The virtual private network (VPN) is indeed secure. Remote access to the servers requires valid ID, a valid JBA machine and requires up-to-date Sophos Antivirus software be installed on the machine. All JBA laptops are 256-bit encrypted.

### **External Auditor's Report**

The AGAR Section 3s were reviewed by the panel and more specifically the External Auditors' comments. The panel was pleased to note there were no matters arising giving cause for concern. MJ further told the members there were no 'other matters' raised in any of the reports. There had been some initial concern about the timings of document signings, but they had been the result of the restrictions imposed by the Covid-19 lockdown and the matter was soon dropped.

### **Any Other Business**

CD asked what the arrangements should be in place for chairman signing minutes of previous meetings. AB pointed out that two virtual meetings had now taken place and the Board had approved the minutes of the previous meetings, but he had not himself signed the minutes. MJ said he was not certain if the minutes could be approved in some electronic format or if the paper copies would need to be issued by post. RS said this was exactly the issue he intended to raise. He said the Covid-19 situation would only be resolved when vaccines became widely available. He asked about how elections could take place. MJ said as drainage board elections were largely postal in nature, it may not be a problem.

**UPDATE** – During the course of any meeting, minutes of the previous meeting will be approved by the Board. Hard copies of the minutes of the previous meeting will be sent by post to the chairmen for wet signatures soon after the meeting takes place.

RS said the standard of minute-taking was very high and expressed gratitude to minute-taker for this, and for the prompt manner in which the minutes were processed.

### **Date of Next Meeting and Close of Meeting**

The next meeting of the panel will be held on Monday, 22 November 2021 at 10.00am at the offices of JBA Consulting, Epsom House, Chase Park, Redhouse Interchange, Doncaster, DN6 7FE.



MJ thanked the members for attending. CD thanked AC for all the work done on audits and MJ for the working done in preparing and presenting the meeting papers.

The meeting was closed at approximately 10:30am



## **12. APPENDIX C – Risk Register**

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

# Ancholme IDB- Risk Register 2021

OBJECTIVE	RISK	Current Controls/Assurances	Risk			Status	Mitigation/Action Plan	Owner/Target Date	
			Impact	Likelihood	Score				
S U S T A I N A B I L I T Y	Objective 1 : Provide & Maintain Sustainable Flood Protection through Water Level Management	Lack of direction, Conflicting aims & objectives (Internal & External)	Policy statement on Flood Protection and Water Level Management The board has an extensive list of policies	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/21	
		Asset Failure- Pump, Watercourses, Culverts & Syphons Suitable Contractors (Qualified Engineers)- lack of staffing & required expertise	Adopted an Asset Management strategic approach, detailed Asset conditioning reporting	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Catchment Modelling & New Telemetry System this year	Eng 2021
			Contingency Planning-District					Maintain/review Pump Station Register linked with contingency planning	Ongoing
			Vastly experienced Pump Attendant					Maintain/Update Supplier/Contractor list- Appropriate governance checks.	Next Review 30/06/21
	Up to date Telemetry system								
	Regular Syphon & Culvert Inspections								
	Good working relationship with Perry's Pumps								
	Human Resource Risk- Contractors National/International Emergencies Supplier Dependency	Contractors go through tender process if necessary	High	Likely	6	TRANSFER- RISK TOO HIGH, TRANSFER ELSEWHERE IF POSSIBLE (EG. INSURANCE)	Monitor Suppliers/Review Succession Plans Disaster/Emergency Protocols Online Communication- Microsoft Teams	Next Review 30/06/21	
		Timely Contractual performance review- Time & Quality							
		Succession Planning/Business Continuity Reviews							
		Disaster Recovery Plans							
	Objective 2: Promote & Integrate Biodiversity with the boards primary and operational activities	Risk of prosecution for not adhering to Environmental Legislation	Board directly employs a suitably qualified Env. Officer Extensive Environmental Surveys carried out Species reporting on all new watercourses	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Continue to communicate Environmental best working practices	Env Officer- Ongoing
The board does not deliver on the duty to protect and where practicable enhance the environment		The board has a Biodiversity Action Plan	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21	
		Produce Environmental Annual Report and Action Plan for the year ahead.							
Lack of staff training, not provided with the relevant training and information to ensure necessary steps are taken with regard to Diversity		Contractors are advised in environmental matters	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Continue to communicate Environmental best working practices	Env Officer- Ongoing	
		Training made available (Badgers License etc)							
		Develop plans to mitigate the risk of destroying habitat							
I N N O V A T I O N	Objective 3: Create a safe and fulfilling working environment for all employees where ideas & innovation is encouraged	Employees contravene H&S regs	Role clarity for all staff- Regular reviewed job descriptions. Staff Training	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all Health & Safety legislation to ensure board is currently complying	Next Review 30/06/21
			H&S Workshops, Systems and processes to enable workforce to carry out necessary Risk Assessments						
			Required Insurance in place						
		Potential claims against a Board, e.g. ranging from an individual personal injury claim to an HSE Corporate Manslaughter charge over a H&S issue.	Provision of appropriate staff training and documentation of such. Regular training of staff, updated as required, maintain training records.	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all Health & Safety legislation to ensure board is currently complying	Next Review 30/06/21
	Engage external Health and Safety advisors (HS Direct) to provide independent health and safety advice.								
	Required Insurance in place								
	Low Morale- Lack of Direction, Insufficient tools/equipment, Lack of Innovation, Lack of training & development	Competitive Salaries- In line with market standard	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21	
		Catchment Management provides clear direction Regular Appraisal reviews/Ongoing Training provided							
	Aging Workforce- Health & Safety Risks, Loss of experience & expertise	Lone Worker monitoring- Regular Contact	High	Likely	6	TRANSFER- RISK TOO HIGH, TRANSFER ELSEWHERE IF POSSIBLE (EG. INSURANCE)	1. Catchment Modelling will help planning for the future. 2. Clerk to work with operative regarding succession planning.	Clerk 2021	
		Catchment Studies currently undertaken Day to day activities- Process Mapped							
	Objective 4: Promote Innovation, ensure the board is continually looking at ways to improve and grow	Members lack understanding of the Board's objectives, latest legislative requirement and latest developments in the industry.	Land Drainage Act provides for election of members every 3rd Year	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Member Interaction/Presentations	SGAT 2021
			ADA Good Governance Guide delivered or sent to all members						
Training Courses for board members									
Board Structure- Limited diversity of members background		Legislative/Industry developments promoted on the website and in meetings	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21	
		Elected/Nominated split dependant on Annual Values Nominated members typically have knowledge of WLM							
Short Termism- Reduction of cost philosphy		Elected members must be nominated by Landowners in the district	Med	Likely	4	REDUCE- ACTION REQUIRED TO REDUCE RISK	Presentation to be given at Jan meeting incorporating the mid-term & Long-term plan. Highlighting the impact short-term decisions have overall	FO- Jan 2021 SGAT- Annual	
	STP/MTP/LTP								
Unsuitable members appointed to the Board	Long Term Forecasting, 20 years Budget plans, Long Term Capital plan	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21		
	Elected members must be nominated by Landowners in the district Members register of interest								

# Ancholme IDB- Risk Register Jan 2020

OBJECTIVE	RISK	Current Controls/Assurances	Risk			Status	Mitigation/Action Plan	Owner/Target Date	
			Impact	Likelihood	Score				
STAKEHOLDER VALUE	Objective 5: To be a self sufficient IDB that provides value to 'our' stakeholders at all times	Reduction in income to the Board to maintain an appropriate provision of services (e.g. major ratepayer Chicken Farms go out of business)	Systems and processes to maximise income opportunities and collection	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Provide all significant ratepayers with the Long-Term forecast, allowing them to make provisions accordingly.	Senior Finance Officer Mar 21
			Timely invoicing of Drainage Rates account holders annually, monitoring of collection rates and take follow-up action when non-payment.						
			Submit Highland Water claims to the EA.						
			Overspending, not obtaining value for money	Monthly Budget reviews, Budget to date and out turn analysed by members at meetings	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	
			Financial Regulations- >£5000 2 quotes > £20,000 Tender Process						
			Approved Suppliers List with specific criteria that is regularly monitored						
		Perception that this isn't the case	Internal/External Audits & IDB1 forms	Med	Likely	4	REDUCE- ACTION REQUIRED TO REDUCE RISK	Promote the board, shout about the good work Ancholme IDB do Tap into to Social Media to do this	SGAT- Ongoing
			Website promoting board Activities						
			Lead Role in partnership working/PSCA agreements						
		Flood damage to third party	Insurance Policies to cover main risks including asset failure and indemnity for third party damage	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Insurance policies reviewed annually for the Board and risks required changes to cover reassessed.	Clerk- Jan 2021
			Catchment Mapping completed						
	COMPLIANCE	Objective 6: To be a champion of partnership working, work collaboratively where this can deliver shared research objectives more cost-effectively and for the wider good of all connected	Miscommunication causing differing expectations/goals	Close working relationships with all connected stakeholders	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working
			Historic Agreements						
			Drive for partnership working						
			Lack of formal structure and clear risk-sharing arrangements	Good working relationship with LLFA	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working
		Clear definition of role between IDB & other Stakeholders							
		Internal & External Conflicts, which could create a lack of trust	Conflict Management Policy	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/21
			Open & Honest- 100% Transparent- Minutes on website						
COMPLIANCE	Objective 7: Ensure that the board always complies with all recommended accounting practices	Adverse audit reports, legal action and loss of confidence in the IDB.	Put in place a satisfactory Governance framework, including: - Internal Audit contract & access to the Boards. - External Audit Service - Financial regulations in place for each Board - Business continuity & recovery plan - Insurance Policies proportionate to identified risks - Appropriate ICT systems to support key functions (Ratings, Finance and GIS). - ADA Practitioners' Guide (2006), as revised 2017 - Data processing, handling and retention in compliance with ICO's Guidance & Licence for each Board.	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	1. Continue to work with Internal Auditor to always minimise risks associated with accounting practices, especially when new risks emerge 2. Review current SGAT processes & procedures and update where appropriate	Finance Team- May 2021 & Ongoing
			Adhere to Board Approved Financial Regulations						
			Experienced and suitably qualified finance officers						
			Bank Mandate in place, always two signatories needed						
		Loss of Cash through error or fraud	All Purchase Ledger Transactions are reviewed by the board	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	1. Create & Implement process with regard to new suppliers & also existing suppliers who request to change bank details 2. Review current SGAT processes & procedures and update where appropriate	Finance Team- May 2021 & Ongoing
			Adequate Insurance to cover such Losses						
		Loss of Control through inadequate processes.	Audit approved documented processes, that have a clear segregation of duties	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Review current SGAT processes & procedures and update where appropriate	Finance Team- May 2021 & Ongoing
			Bank Mandate in place, always two signatories needed						
		Liquidity issues, lack of reserves	The Board has adopted a reserve policy	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Review Reserves level (30%) at the monthly budget meetings	Next Review 30/06/21
			Annually Internal/External Audits						
		Boards financial position presented at Board meetings							
COMPLIANCE	Objective 8: Ensure that at all times the board complies with all current EU & UK legislation	Risk to Board Members	Qualified & experienced staff attempt to advise the board	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor any changes to current EU & UK legislation	Next Review 30/06/21
			Ultimately, all decisions should be discussed and made as a collective						
			Adequate Insurance underaken						
	Non-compliance with legislation, regulations good practice resulting in prosecution, fines /penalties / sanctions and loss of confidence in the Board(s).	Access specialist advice as required, eg Finance, Legal, H&S, Insurance, etc.	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Monitor any changes to current EU & UK legislation	Next Review 30/06/21	
		Peer Group support, e.g. ADA's Policy & Finance and Technical Committees							
		Inter-agency working amongst FRM authorities							



## **13. APPENDIX D – Riparian Project Working Group Meeting Minutes**

A copy of the minutes of the meeting can be found over the following pages

## Riparian Project Working Group Meeting 2

Via Microsoft Teams

02/12/2020 (10:30-12:30)

Attendees		
Member	Organisation	Presence
Anthony Adams (AA)	West Lindsey District Council	Present
Darren Cowling (DC)	Water Management Consortium	Present
James Grant (JG)	National Farmers Union	Present
John Ray (JR)	Environment Agency	Absent
Matt Moore (MM)	Anglian Water Services	Present
Matthew Harrison (MH)	Lincolnshire County Council	Present
Nicola Craven (NC)	Lincolnshire Rivers Trust	Present
Paul Brookes (PB)	Lincolnshire County Council	Present
Paul Jones (PJ)	Shire Group of IDBs	Present
Pete Rogers (PR)	South Kesteven District Council	Present
Richard Fenwick (RF)	Lincolnshire County Council	Present
Ryan Davies (RD)	Lincolnshire County Council	Present
Sara Yeowell (SY)	North Kesteven District Council	Present
Simon Milson (SM)	East Lindsey District Council	Present
Tammy Smalley (TS)	Lincolnshire Wildlife Trust	Absent
Agenda Items		
Item	Note	Owner
1)	<b>Apologies for Absence</b> Apologies were received from John Ray and Tammy Smalley.	
2)	<b>Welcome and Protocol</b> The Chairman welcomed everyone to the meeting, explained the meetings protocol and invited introductions.	
3)	<b>Minutes of the Meeting Held on the 07<sup>th</sup> October 2020</b> The Minutes of the Meeting held on the 07 <sup>th</sup> October 2020 were agreed as an accurate record.	



4)	<p><b>Review of Terms of Reference &amp; Action Plan</b></p> <p>(i) PB invited comments with regards to the Terms of Reference document. The following key points were noted:</p> <ul style="list-style-type: none"> <li>• The document can be reviewed and revised as necessary;</li> <li>• The document should state the minimum number of organisations for a meeting to occur.</li> <li>• The 'key tasks' of the group should be revised to include improving the functionality of riparian systems.</li> </ul> <p>It was agreed that RD would update and circulate the revised Terms of Reference document to the working group.</p> <p>It was also noted that the group:</p> <ul style="list-style-type: none"> <li>• Needs to look at current legislation and its limitations;</li> <li>• Needs to highlight the fact that we are trying to help riparian landowners;</li> <li>• Needs to understand what any proposed actions mean in the round.</li> </ul> <p>(ii) Following on from this, PB invited comments with regards to the Action Plan, encouraging all members of the group to play a key role in its development and management. Various ideas, opinions and options were raised and discussed including:</p> <ul style="list-style-type: none"> <li>• Widening the scope of homeowner information packs and the reconfiguring of planning applications;</li> <li>• The prioritisation of interventions, for instance via the use of Geographical Information Systems;</li> <li>• The use of pilot projects to ascertain the suitability of developed measures;</li> <li>• The use of parish councils;</li> <li>• The development of a standardised test for maintenance;</li> <li>• The need to lead by example;</li> <li>• The need to understand and explain the concept of riparian ownership in basic terms;</li> <li>• The need to focus on flooding.</li> </ul> <p>It was agreed that all members of the group would: review the existing action plan, refine the actions contained therein and suggest additional actions.</p>	<p><b>RD</b></p> <p><b>All</b></p>
5)	<p><b>Update on Risk Management Authority Study</b></p> <p>RD provided a brief overview of the outputs of the Risk Management Authority study. It was agreed that RD would circulate the document to the group for comments.</p>	<p><b>RD</b></p>

6)	<p><b>Forward Look</b></p> <p>(i) Next Steps – See section 4.</p> <p>(ii) Parish Council / Riparian Landowner Studies – The group was of the opinion that such studies would be useful to undertake. It was agreed that the group would continue to develop the methodology of these studies and any associated documents.</p> <p>(iii) Management Group Briefing – RD explained to the group that he will be delivering a briefing to the Lincolnshire Flood Risk &amp; Water Management Partnership Group.</p> <p>(iv) Scrutiny Committee – RD explained that a briefing to the Scrutiny Committee will be undertaken in the future.</p>	
7)	<p><b>Any Other Business</b></p> <p>(i) It was noted that any developed measures need to be exciting and help people understand the importance of changes in management.</p> <p>(ii) It was agreed that each member of the group would provide a brief presentation (circa 3 minutes) of their experiences with regards to riparian ownership.</p> <p>(iii) It was agreed that the group would give consideration to how the community could be engaged with and the language that would be utilised.</p>	<p><b>All</b></p> <p><b>All</b></p>
8)	<p><b>Date of Next Meeting</b></p> <p>Provisional time for next meeting – Wednesday 13<sup>th</sup> January 2021</p>	<p><b>All</b></p>

The meeting was closed at 12:31



## **14. APPENDIX E – Environment Agency Recovery Works - Old River Ancholme**

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

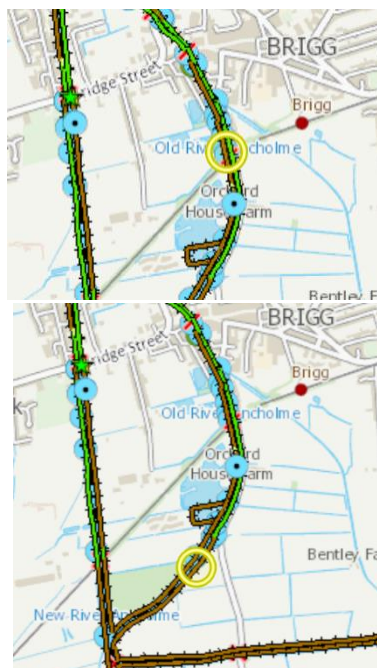
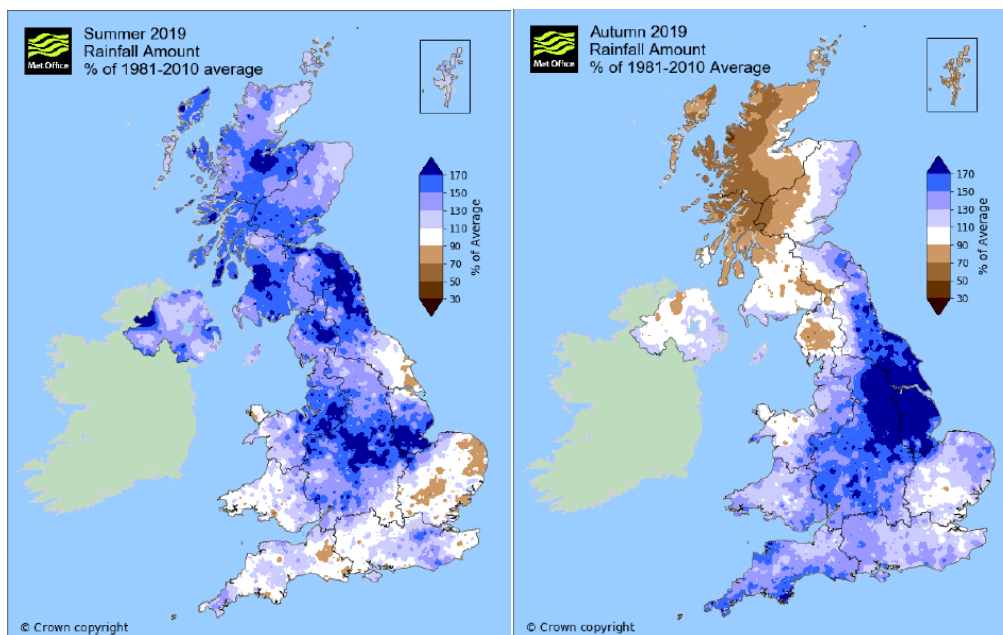
December 2020

## Environment Agency Recovery Works Old River Ancholme

The graphic below from the Met Office shows in blue the large volumes of rainfall from summer 2019 and again in autumn 2019 impacting the Lincolnshire and Northants area; both events delivering over 170% of the 1981-2010 UK average rainfall.

The resulting flooding drove a £50 million funding package to aid recovery from those incidents in this area.

### Summer and autumn 2019 rainfall



Following those inundation events, as part of its post event inspection, the Environment Agency identified some repair work necessary in the landward toe of the old river Ancholme flood embankment, proximal to the railway bridge (Site 2) and similar work required further south on the old Ancholme off Cadney Road (Site 1).

← Old River Ancholme Site 2

The relevant permit to work has been approved; repairs will include excavation of part of the landward side, fill and compact with imported clay, re-grade the bank and reseed. We expect the works to be completed by January 2021.

← Old River Ancholme Site 1

December 2020



On site work is being delivered through our contractors which works commenced with the installation of rubber trackway and setting up fencing and ropes in the field to segregate livestock. By 20<sup>th</sup> November, plant machinery, welfare and security had been established on site ready to commence excavation works the following week.

← Access track to site



← At the start of that week (23 Nov), the topsoil strip was completed.



← An existing flap valve and pipe were excavated and inspected running through the embankment and a gap discovered behind the sheet pile which had created a seepage point. This will be made good prior to placement of new cohesive fill in the area.

By 27<sup>th</sup> November, imported cohesive fill had been delivered, stockpiled and the first section of rebuild area excavated ready for inspection.

Commencing this week (30 Nov), work will start on the flap valve section being excavated in order to line and level the bed following which the imported fill will be used to seal the seepage point. Contractors are also removing a leaning tree from the area permitting rebuild in this section of the embankment.

Other similar works associated with the 2019 flooding are planned for at various points along the length of the river.

### **Covid-19**

Throughout this pandemic we undertake the repair of our assets where it remains safe to do so. We support our teams through providing guidance on safe systems of working based on the latest advice from Public Health England and support our contractors with clear guidance, undertake assurance checks and provide on-site public signage.

### **Further information**

Please contact the Environment Agency's Recovery Team on [recovery.lincsandnorthants@environment-agency.gov.uk](mailto:recovery.lincsandnorthants@environment-agency.gov.uk) for further information on the programme or a specific project.





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Saltaire  
Skipton  
Tadcaster  
Thirsk  
Wallingford  
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