

A MEETING OF THE BROADS (2006) INTERNAL DRAINAGE BOARD WAS HELD AT HICKLING BARN COMMUNITY CENTRE, TATE LOKE, HICKLING, NORWICH, NR12 0YU ON MONDAY, 16 MAY 2022 AT 10.00 AM.

Elected Members	Appointed Members
* H Alston	Broadland D C
* L Baugh	* N Brennan
C Bielby	* J Copplestone
* J Burton	K Kelly
* R Buxton	* G Nurden
* T Cator	N Shaw
* J Chapman	North Norfolk DC
S Daniels	* H Blathwayt
* G Gay	* P Bütikofer
* M Harris	* A Fitch-Tillett
M Jones	P Grove-Jones
* I Robinson	* G Mancini-Boyle
D Roll	L Shires
* F Sharman	* J Toye
T Strudwick	* A Varley
* J Tallowin	Vacancy
* E Wharton	Great Yarmouth B C
* S Wright	* M Bird
Vacancy	* M Fairhead
	* G Freeman
	* N Galer
	L Mogford
	Jointly Appointed
	B Lawn
	* Present (67%)

Robin Buxton in the Chair

In attendance:

Karen Bingham (Senior Business Support Officer), Giles Bloomfield (Project Development Manager), Cathryn Brady (Sustainable Development Manager), Sallyanne Jeffrey (Finance and Rating Manager), Caroline Laburn (Environmental Manager), Matthew Philpot (Area Manager, East Anglia) and Phil Semmence (Operations Manager)

ID	Broads (2006) IDB, Minute	Action
23/22	APOLOGIES FOR ABSENCE	
23/22/01	Apologies for absence were received on behalf of Phil Camamile (Chief Executive), Simon Daniels, Pauline Grove-Jones, Mike Jones, Ken Kelly, Brian Lawn, Leslie Mogford, Derek Roll, Nigel Shaw, Lucy Shires and Tim Strudwick. The Chairman reported that Mark Smart had resigned from	

ID	Broads (2006) IDB, Minute	Action
	the Board with immediate effect.	
	24/22 WELCOME AND INTRODUCTIONS	
24/22/01	The Chairman welcomed everyone to the first face-to-face meeting of the Board for over two years and thanked those present for attending the meeting. The Chairman noted the recent retirement of Alan Goose, Works Supervisor, and asked if any member would like to contribute to a leaving gift to please let him know. Alan would be attending the next Board meeting so he could be personally thanked for his work over the years and the Chairman planned to present him with a gift on behalf of the Board at that meeting. RESOLVED that this be actioned.	ALL/MP
	25/22 DECLARATIONS OF INTEREST	
25/22/01	There were no declarations of interest.	
	26/22 GIFTS AND HOSPITALITY REGISTER FOR 2021/22	
26/22/01	The Finance and Rating Manager asked all Board members to declare any gifts and hospitality received between 1 April 2021 and 31 March 2022 and to notify the Business Support Team using the form emailed to them. RESOLVED that this be actioned before Friday 24 June 2022.	ALL
	27/22 MINUTES OF THE LAST BOARD MEETING	
27/22/01	The minutes of the last Board meeting held on 24 January 2022 were approved and signed as a true record. Arising therefrom:	
27/22/02	ADA Health & Safety Modules (02/22/02)	
	The Chairman said that he had spoken to most people who had yet to complete the ADA training modules and requested that this be undertaken without delay and report to the Business Support Officer on completion. RESOLVED that this be actioned.	ALL
27/22/03	Hydrotreated Vegetable Oil Fuel/Red Diesel (04/22/07)	
	The Area Manager (East Anglia) confirmed that due to DEFRA's extension in allowing the use of red diesel, the issue of HVO Fuel, etc would be considered as part of the overall carbon baselining exercise, rather than as an individual report. RESOLVED that this be noted.	
27/22/04	Council Finance Representatives (13/22/04)	
	The Finance and Rating Manager reported that she had heard from some Councillors regarding their finance contacts in order to discuss proposed Special Levies in the Autumn and agreed to follow up individually where she had gaps. RESOLVED that this be actioned.	SJ

ID	Broads (2006) IDB, Minute	Action
28/22	HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW	
28/22/01	The Health, Safety and Welfare Performance Review, (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	
29/22	CAPITAL WORKS PROGRAMME OVERVIEW AND PROJECT DEVELOPMENT UPDATE	
29/22/01	The Capital Works Programme Overview and Project Development Update, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
29/22/02	The Project Development Manager reported that consultation on the Upper Thurne project would likely start around September/October. Ian Robinson asked that his thanks to the Programme Manager be recorded for a well presented report, which made it very easy to understand. RESOLVED that this be noted.	
30/22	OPERATIONS REPORT	
30/22/01	The Operations Report, (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
30/22/02	The Area Manager (East Anglia) introduced Phil Semmence, Operations Manager, to the Board, and confirmed that Phil should be the first point of contact for all operational matters in the area. RESOLVED that this be noted.	
30/22/03	In accordance with the Adoption and Abandonment Policy, it was agreed and thereby RESOLVED to amend a section of drain at Hempstead Waxham South, as detailed on page 15 within the Report Book. A map showing the location and extent of the drain is annexed to the minutes in the Minute Book.	
30/22/04	The Area Manager (East Anglia) asked that any issues with the BESL programme be reported to him, because there was funding available to ensure works were completed over the next two-year period. He also reported that he was now forward planning with BESL for beyond that period. RESOLVED that this be actioned.	ALL
30/22/05	The Area Manager (East Anglia) confirmed that the operations team may be able to undertake some rechargeable maintenance works for landowners when working in the area on an ad hoc basis, but this would not be advertised as a service the Board were able to provide. RESOLVED that this be noted.	
31/22	ENVIRONMENTAL REPORT	
31/22/01	The Environmental Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	

ID	Broads (2006) IDB, Minute	Action
31/22/02	The Chairman felt it would be useful to have a representative from Norfolk Wildlife Trust (NWT) present at future meetings if possible. The Area Manager (East Anglia) agreed to liaise with John Blackburn at NWT as a possible replacement for Kevin Hart. RESOLVED that this be actioned.	MP
32/22	SUSTAINABLE DEVELOPMENT REPORT	
32/22/01	The Sustainable Development Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
32/22/02	<p data-bbox="280 616 1318 723">22_06376_C, 22_06377_C, 22_06378_C and 22_06379_C: Culvert and Byelaw 10 Applications at Marshes off Old Road (West of Old Road and Hermitage Marsh), Acle</p> <p data-bbox="280 763 1318 1014">Applications had been received to construct two culverts for field access under Section 23 Land Drainage Act 1991, in Board maintained watercourses known as BP0109 (DRN024P0109) and BP0107 (DRN024P0107) and to relax Byelaw 10 for the installation of access gates within 9 metres of the same two watercourses. It was agreed and thereby RESOLVED to consent to this application, subject to the applicant agreeing to the Board's standard conditions and specifications.</p>	
32/22/03	21_04204_F: Drainage Problem at Thrigby Road, Filby	
	Following a complaint received in December 2020, Officers had undertaken investigations into whether there was evidence of a blockage within the ordinary watercourse, or whether there had been a contravention of the Land Drainage Act 1991. It was agreed and thereby RESOLVED that Officers should write to the landowners to inform them that there was insufficient evidence to pursue enforcement action under the Land Drainage Act 1991.	CB
32/22/04	Sutton Staithe	
	The Sustainable Development Manager agreed to update the Board as discussions regarding Sutton Staithe continued, and also agreed to speak to Pauline Grove-Jones to ensure she was aware of the current situation. RESOLVED that this be actioned.	CB
33/22	INTERNAL AUDIT REPORT FOR 2021/22	
33/22/01	The Internal Audit Report for 2021/22, as prepared by the Board's Internal Auditor, together with the Management Team's responses and agreed actions, were considered in detail and approved. The Internal Auditor's recording of substantial assurance awarded on conclusion of the audit was noted. Arising therefrom:	
33/22/02	John Toye requested that the finance team be congratulated for their work in achieving substantial assurance. RESOLVED that this be noted.	

ID	Broads (2006) IDB, Minute	Action
34/22	APPOINTMENT OF INTERNAL AUDITOR FOR 2022/23	
34/22/01	It was agreed and thereby RESOLVED to reappoint Katherine Woodward as the Board's Internal Auditor for 2022/23.	
35/22	FINANCIAL REPORT FOR YEAR ENDING 31 MARCH 2022	
35/22/01	The Financial Report and reconciliation to the Annual Governance and Accountability Return for the year ending 31 March 2022, was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
35/22/02	The Finance and Rating Manager confirmed that the end of year deficit figure was concerning, however she was looking into this. She confirmed that the Broads IDB had the largest deficit across the WMA boards which is why she was giving it her priority to analyse the data; however, relative to the number of pumping stations, the deficit figure was comparable. RESOLVED that this be noted.	SJ
35/22/03	Gerard Mancini-Boyle asked if nutrient neutrality would have an impact on the Board, the Environmental Manager and Sustainable Development Manager believed that the Local Planning Authorities would take the impact rather than it becoming an issue for IDBs. RESOLVED that this be noted.	
36/22	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR YEAR ENDING 31 MARCH 2022	
36/22/01	The Annual Governance Statement shown in Section 1 of the Broads IDB Annual Governance and Accountability Return for the year ended 31 March 2022, was considered in detail and approved by the Board.	
36/22/02	The Accounting Statements shown in Section 2 of the Broads IDB Annual Governance and Accountability Return for the year ended 31 March 2022, was considered in detail and approved by the Board.	
37/22	DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS	
37/22/01	It was agreed and thereby RESOLVED to publish the notice on the Board's website and also display the notice in the office reception, that the Accounts for the year ending 31 March 2022 would be available for inspection for the 30-working day period commencing 13 June 2022 and ending on 22 July 2022.	
38/22	SCHEDULE OF PAID ACCOUNTS	
38/22/01	The Schedule of Paid Accounts for the period 01 December 2021 to 31 March 2022 totalling £442,159 (a copy of which is filed in the Report Book) was considered in detail and approved for publication on the WMA	

ID	Broads (2006) IDB, Minute	Action
	Group's website. There were no matters arising.	
	39/22 RISK REGISTER	
39/22/01	Members considered and approved the risk register for those risks with a risk assessment matrix score of ≥ 6 (a copy of which is filed in the Report Book). Arising therefrom:	
39/22/02	The Finance and Rating Manager confirmed that the wording for Risk 1r would be updated to reflect the extension to the red diesel exemption. It was also confirmed that the risk would remain High 9, however, the arrow would be changed to represent a static risk, rather than an increasing risk. RESOLVED that this be actioned.	PJC
	40/22 REGISTER OF ELECTORS	
40/22/01	Members considered and approved the Register of Electors as at 1 April 2022 in accordance with Rule 3 (11) of the Land Drainage (Election of Drainage Board) Regulations 1938 (as amended). There were no matters arising.	
	41/22 CORRESPONDENCE	
41/22/01	Members noted the update from ADA on red diesel dated 24 March 2022 (a copy of which is filed in the Report Book).	
41/22/02	No further correspondence for consideration by the Board had been received during the reporting period.	
	42/22 DATE OF NEXT MEETING	
42/22/01	The next Board meeting would take place as a face-to-face meeting at Hickling Barn on Monday, 18 July 2022 at 10.00 am. RESOLVED that this be noted.	
	43/22 ANY OTHER BUSINESS	
43/22/01	There was no other business raised.	
	44/22 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN	
44/22/01	There were no members of the public present at the meeting.	
	45/22 CONSORTIUM MATTERS	
45/22/01	Unconfirmed Minutes and Report Extracts	

The unconfirmed minutes and report extracts from the last Consortium Management Committee (CMC) meeting held on 29 April 2022 were considered in detail and approved. There were no matters arising.

45/22/02 Items for discussion at next CMC meeting

There were no issues raised by members for discussion at the next CMC meeting on 24 June 2022. Should members wish to raise any item for discussion at the next meeting, they should contact any of the Board's representatives: the Chairman, Vice-Chairmen or the Chief Executive directly.

46/22 CONFIDENTIAL BUSINESS

46/22/01 It was agreed and thereby RESOLVED that as there were no items of confidential business to discuss that a separate set of confidential minutes would not be produced for this meeting.

47/22 CONSORTIUM MATTERS

47/22/01 The unconfirmed confidential minutes of the CMC meeting held on 29 April 2022 were considered in detail and approved. There were no matters arising.

HEALTH, SAFETY AND WELFARE PERFORMANCE REVIEW

For the period 31 December 2021 – 30 April 2022

1. INTRODUCTION

- 1.1. We continue to review/update our COVID risk assessments in line with government guidelines. This has included a return to home working where possible and a review of the COVID arrangements in the Kings Lynn office.

2. LEARNING EVENTS

- 2.1. Wire Rope Failure in Waveney IDB Area: LOLER report highlighted poor condition of ropes, although it was not deemed critical, which broke 2 days later. Learning around isolation of equipment and importance of LOLER checks through insurance. Operations Manager receives LOLER reports, which will be reviewed with the area manager and any findings discussed.

3. ACCIDENTS

- 3.1. None

4. TOOLBOX TALKS & TRAINING THIS PERIOD

- 4.1. Generic Risk Assessments
- 4.2. Fire Marshall and fire awareness – all operational staff

5. UPDATES TO GENERIC RISK ASSESSMENTS (GRA)

- 5.1. Annual Review of GRAs completed. Updates made on the sequence for reporting/escalation for missing person. These have been updated and re-issued to all staff.
- 5.2. Pump Attendant GRA and JD sent out for 2022-2023 Financial Year

6. HEALTH & SAFETY INSPECTIONS *(carried out quarterly by Copes, our independent safety consultant)*

- 6.1. Inspection on 28th February 2022 in Martham, although items from previous visits were discussed.

MATTHEW PHILPOT
AREA MANAGER (EAST ANGLIA)

April 2022

BROADS IDB - CAPITAL WORKS PROGRAMME OVERVIEW & PROJECT DEVELOPMENT REPORT

FOR THE PERIOD 24 JANUARY TO 09 MAY 2022

2021/22 Actual Spend

128.8K

2022/23 Forecast

2.4M

Variance

0.8M

6 Year Forecast

123.1M

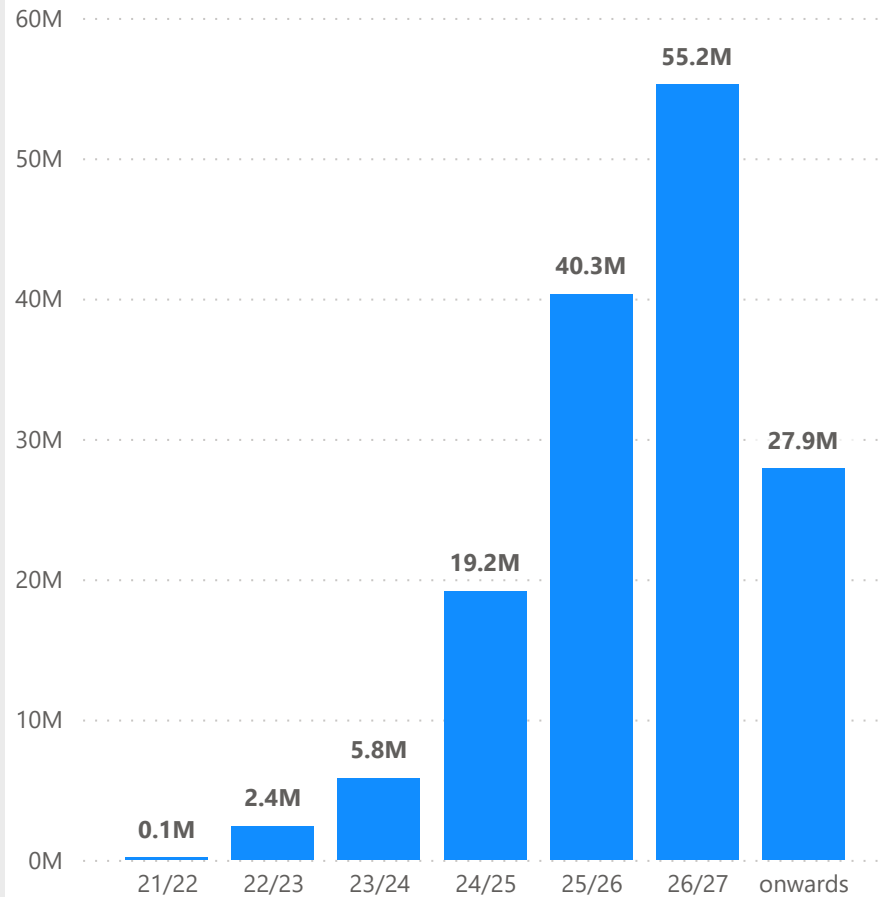
Variance

10.3M

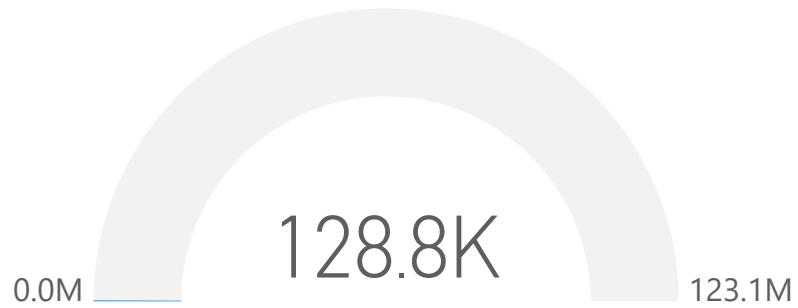
Forecast beyond 2027

27.9M

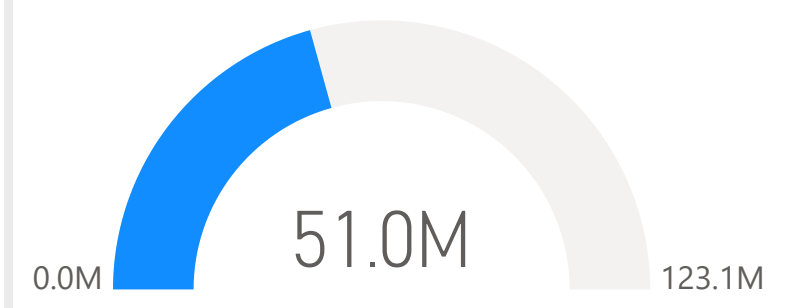
Expenditure Profile by Year



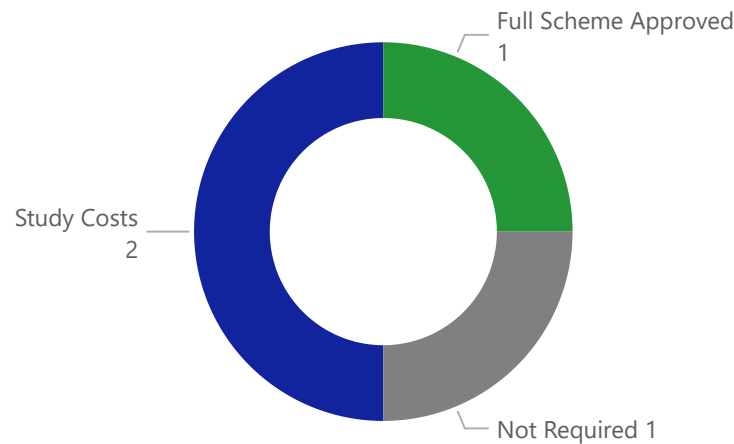
6 Year Forecast & Actual Spend



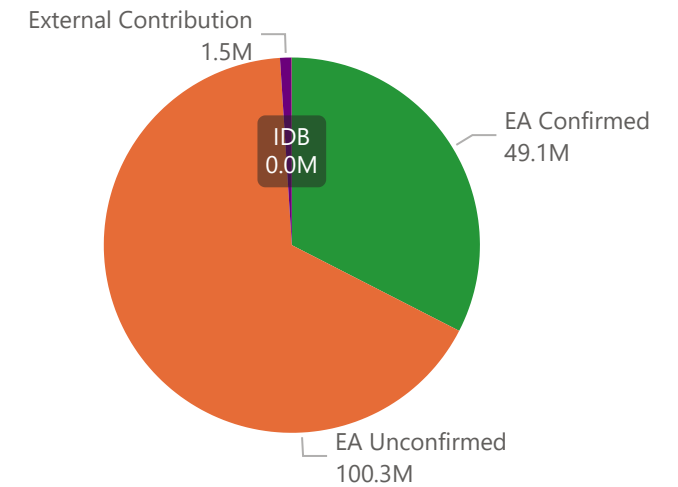
6 Year Forecast & Approvals



EA Approval Level Received (No)



Funding Sources



SCH No	Project Name	Description	Project Manager	Framework	Project Stage	Approval Level gained	OBC Approval	Start Construction	Complete Construction
76 & 80	Upper Thurne Integrated Drainage Improvements	15 Pumping station and 2 Culvert Replacements	Tom Jones	NGSA	Detail Design	Full Scheme Approved	01/12/2021	01/04/2024	01/03/2028
tbc	Halvergate Phase 3	High level carrier and wetland creation	Pete Roberts	IDB Board	Study	Not Required		01/02/2023	01/10/2023
79	River Bure Water Level Management Improvements	Strengthening & Raising Tidal Embankments	Tom Jones	NGSA	Study	Study Costs	01/10/2023	01/04/2025	01/03/2028
77	River Yare Water Level Management Improvements	12 Pumping station Replacements & Refurbishments	Tom Jones	NGSA	Study	Study Costs	01/10/2023	01/04/2025	01/03/2028

Update

Upper Thurne - In collaboration with our Collaborative Delivery Framework suppliers we are developing the Detailed Design / Early Supplier Engagement scopes and delivery programmes. Through the Client Support Framework we are accessing dedicated NEC4 contract support to ensure the contract terms and prices are robust and fair for all parties. It is anticipated detailed design be completed between June 2022 and December 2024, with construction starting Spring 2024 to Spring 2027. We aim to be in contract with our Collaborative Delivery Framework suppliers to start producing the OBCs for River Yare and River Bure by Autumn 2022.

Risks

Low Risk – Until we have received approval for the additional study costs for River Yare and River Bure we cannot proceed with the Business Cases.

Medium Risk – Until we have received Full Approval for River Yare and River Bure, the amount of GiA that we might receive is not confirmed. River Yare has £20m of Other Government Department (OGD) funding allocated to it.

Change

The expenditure in 2022/23 has increased as forecast costs for River Yare and River Bure OBCs increase. We would like to take learning from Upper Thurne OBC and detail design and increase the robustness of costs we are seeking approval for in the OBC. By having this information earlier in the process, the detail design phase should be shorter allowing us to get into construction quicker once we have approval.

The expenditure in the 6 year programme up until March 2027 has increased by £10.3m. This is due to using current cost prices from Upper Thurne.

Approvals

We will be seeking approval for an additional c£500k of study costs on both River Yare and River Bure by Summer 2022

Recommendations for Board

To note progress since last paper

OPERATIONS REPORT

For the period 01 January 2022 to 30 April 2022

1. MAINTENANCE WORK

1.1. Board machines have carried out maintenance in the following catchments;

- Stokesby
- Hickling
- Potter Heigham
- Upton/South Walsham
- Horsefen (Ludham)
- Horsey
- Heigham Holmes
- Ludham Bridge
- Hermitage
- St Benets
- Halvergate
- Hempstead/Waxham North

Board M&E staff have undertaken the full Mechanical servicing of the main pumping infrastructure at the following pumping stations;

- Berney Arms
- Horsey
- Brograve
- Ashtree
- Five Mile
- Stokesby
- Mautby
- Buckenham
- Cantley
- Doles 1-3

Board M&E staff have undertaken the full Mechanical servicing of weedscreen cleaners at the following pumping stations;

- Potter Heigham
- Martham Cess
- Wire Ropes replaced at Stokesby following LOLER inspection.

Board M&E staff have undertaken the full Electrical Installation servicing at the following pumping stations;

- Stubb
- Stokesby
- Cantley
- Doles

There have been no major issues reported at any other stations.

2. RECHARGEABLE WORKS

Some rechargeable work has been completed this reporting period, by the M&E team. This has included ad hoc wiring work for third parties and support to other IDBs within the group for their pumping station servicing needs.

Staff have also supported our Coastal Partnership East team with work.

3. BESL Update

BESL have been extended for a two-year period to continue with grass cutting, topping up and other work as required on the main river and flood defences.

A programme of work has now been received and is included in appendix A. This indicates grass cutting on a number of flood defences will continue.

Notably, within this extension period, topping up and floodbank improvements are planned for Heigham Holmes and for crest piling repairs between Acle and Upton (compartment 36).

A financial allowance is available for repairs and maintenance on a reactive basis and as such officers ask for any known issues to be flagged to the operations manager, such that these can be put forward as work required within this timeframe.

We continue to work with the EA Broadlands team, particularly on trying to get Acle landspring de-silted (note low point topping up along Acle Landspring is planned for June 2022) and also to ensure there is an efficient and effective plan for the post-BESL years.

4. Drain Adoptions / Map Updates

Further to our continued work to keep maps up to date the following drain updates are required;

Hempstead Waxham South

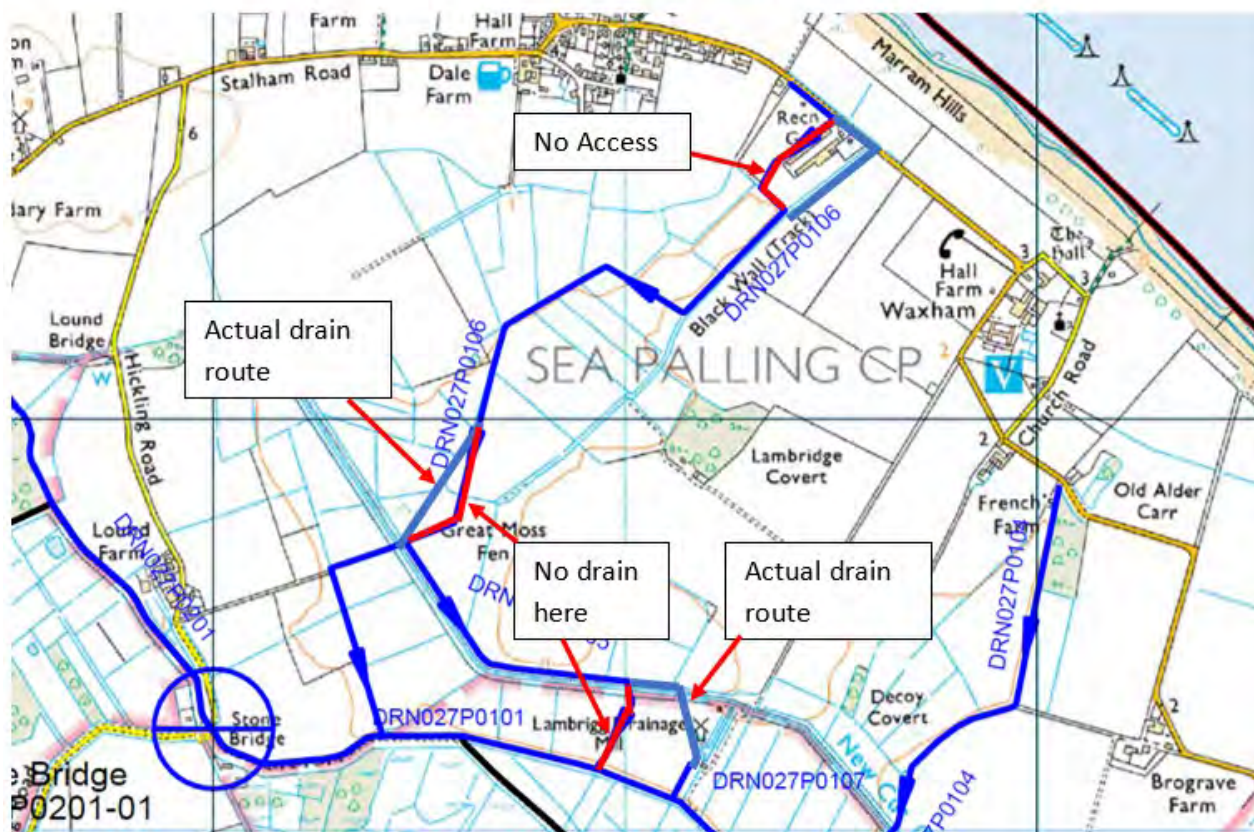


Figure 1: Updates to Drain Alignments

- **Board Approval Required for updates to maps as shown in figure 1**

5. Operational Matters

- Updates to the role description and generic risk assessment for pump attendants has been made and circulated.
- Pump attendants have been changed at two stations (Horsey & Stubb).
- Alan Goose has retired, Phil Semmence is now the Operations Manager for the broads IDB and should be the point of contact for any operational issues. Ricky Grimmer is the new MEICA Manager and is managing all pumps across the WMA (excluding South Holland) through our team.
- Officers continue to represent the board on the Norfolk Strategic Flood Alliance (hosted by Lord Dannatt).

6. HYDROLOGY - UK OVERVIEW

https://www.metoffice.gov.uk/pub/data/weather/uk/climate/datasets/Rainfall/date/East_Anglia.txt

6.1 December:

The weather during the early part of December was rather unsettled and chilly, though towards the middle of the month we entered a quieter spell and it turned milder. Unsettled conditions returned in time for Christmas, and, after some very cold nights in northern areas, milder air spread north gradually to all parts, and the last three days of the month were unusually mild. Overall it was a mild, dull month, with rainfall broadly near average.

6.2 January:

The weather at the beginning of the month was very mild, with a strong south-westerly flow, but from the 4th it was colder with night frosts, especially in England and Wales, before turning milder again around mid-month and in the final few days. The first ten days were rather unsettled, but then there was a long dry spell, with rain towards the end of the month mostly confined to western Scotland.

6.3 February:

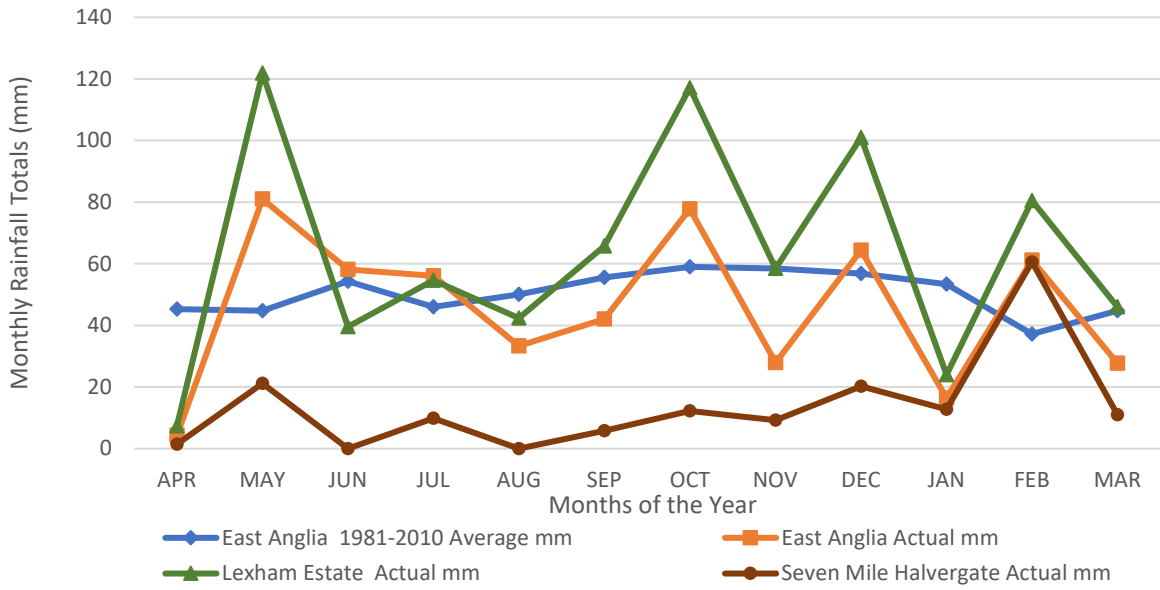
The weather at the beginning of the month was quite settled and mild, but it soon became much more unsettled, with a succession of depressions bringing rain across much of the country, and a particularly stormy spell between the 16th and the 21st which included three named storms. It remained mostly mild, however, especially in southern areas, with few frosts

6.4 March:

The weather during the first half of the month was rather unsettled, and the first week was cold. The second week was milder, and after mid-month there were some notably mild days but cold frosty nights as high pressure took control with plenty of sunshine. The last four days were rather less settled and noticeably colder.

* <http://www.metoffice.gov.uk/climate/uk/summaries/2020/21>

Hydrological Rainfall Data Norfolk & Suffolk 2021



	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Seven Mile Halvergate Actual mm
APR	45.3	4.3	7.4	1.4
MAY	44.8	81	121.9	21.2
JUN	54.3	58.2	39.6	error
JUL	46	56.1	54.6	9.8
AUG	50.1	33.3	42.4	error
SEP	55.6	42.1	65.8	5.8
OCT	59	77.8	117.1	12.2
NOV	58.5	27.9	58.5	9.2
DEC	56.8	64.4	101	20.2
JAN	53.4	16.4	24	12.8
FEB	37.2	61.2	80.5	60.6
MAR	44.8	27.7	46	11

Phil Semmence
OPERATIONS MANAGER
MAY 2022

ID	Task Mode	Task Name	Duration	Start	Finish	Finish Slack	% Complete	Finish Variance	Start Slack	Timeline																									
										Half 2, 2021	Half 1, 2022					Half 2, 2022					Half 1, 2023					Half 2, 2023					Half 1, 2024				
											J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
124		Routine Maintenance - Other	407 days	4-10-21	31-5-23	0 days	38%	0 days	0 days	[Bar chart showing progress from 4-10-21 to 31-5-23]																									
125		Flood wall maintenance	407 days	4-10-21	31-5-23	0 days	26%	0 days	0 days	[Bar chart showing progress from 4-10-21 to 31-5-23]																									
126		Ad hoc - Checks and routine maintenance	407 days	4-10-21	31-5-23	0 days	27%	0 days	0 days	[Bar chart showing progress from 4-10-21 to 31-5-23]																									
127		Ad hoc - Cut long vegetation next to walls (if present)	1 day	10-8-22	10-8-22	199 days	0%	0 days	199 days	[Vertical bar at 10-8-22, labeled 'Ad hoc - Cut long vegetation next to walls (if present)']																									
128		Structures Maintenance	407 days	4-10-21	31-5-23	0 days	25%	0 days	0 days	[Bar chart showing progress from 4-10-21 to 31-5-23]																									
129		Ad hoc - Routine maintenance and operation checks	407 days	4-10-21	31-5-23	0 days	27%	0 days	0 days	[Bar chart showing progress from 4-10-21 to 31-5-23]																									
130		Servicing	21 days	16-1-23	13-2-23	77 days	0%	0 days	77 days	[Vertical bar at 13-2-23, labeled 'Servicing']																									
131		Topographical surveys	133 days	4-10-21	22-4-22	274 days	83%	13 days	0 days	[Bar chart showing progress from 4-10-21 to 22-4-22]																									
132		Crest level surveys	97 days	4-10-21	31-3-22	288,05 d...	89%	21,95 days	0 days	[Bar chart showing progress from 4-10-21 to 31-3-22]																									
133		Data processing and supply	120 days	4-10-21	22-4-22	272 days	79%	13 days	0 days	[Bar chart showing progress from 4-10-21 to 22-4-22]																									
134		Erosion protection maintenance	2 days	25-4-22	26-4-22	272 days	0%	13 days	272 days	[Vertical bar at 26-4-22]																									
135		TBC - Survey boat provision & helming	1 day	25-4-22	25-4-22	272 days	0%	13 days	272 days	[Vertical bar at 25-4-22, labeled 'TBC - Survey boat provision & helming']																									
136		TBC - Piling transfer agreements	1 day	26-4-22	26-4-22	272 days	0%	13 days	272 days	[Vertical bar at 26-4-22, labeled 'TBC - Piling transfer agreements']																									
137		Non-routine Maintenance (Within current revenue budget)	407 days	4-10-21	31-5-23	0 days	20%	0 days	0 days	[Bar chart showing progress from 4-10-21 to 31-5-23]																									
138		Flood wall maintenance	1 day	4-4-22	4-4-22	286 days	0%	-1 day	286 days	[Vertical bar at 4-4-22]																									
139		TBC - Stokesby Ferry Inn - Steps handrailing (PSRA)	1 day	4-4-22	4-4-22	286 days	0%	-1 day	286 days	[Vertical bar at 4-4-22, labeled 'TBC - Stokesby Ferry Inn - Steps handrailing (PSRA)']																									
140		Conveyance channel maintenance	21 days	4-10-22	1-11-22	140 days	0%	0 days	140 days	[Bar chart showing progress from 4-10-22 to 1-11-22]																									
141		Carleton Beck de-silt	21 days	4-10-22	1-11-22	140 days	0%	0 days	140 days	[Bar chart showing progress from 4-10-22 to 1-11-22]																									
142		Hellington Beck de-silt	21 days	4-10-22	1-11-22	140 days	0%	0 days	140 days	[Bar chart showing progress from 4-10-22 to 1-11-22]																									
143		Structures maintenance	1 day	2-11-22	2-11-22	140 days	0%	0 days	140 days	[Vertical bar at 2-11-22]																									
144		TBC - Carlton Marshes sluice alteration	1 day	2-11-22	2-11-22	140 days	0%	0 days	140 days	[Vertical bar at 2-11-22, labeled 'TBC - Carlton Marshes sluice alteration']																									
145		Remedial works	407 days	4-10-21	31-5-23	0 days	24%	0 days	0 days	[Bar chart showing progress from 4-10-21 to 31-5-23]																									
146		TBC - Crest piling capping - White Cast Marshes	1 day	19-5-22	19-5-22	256 days	0%	0 days	256 days	[Vertical bar at 19-5-22, labeled 'TBC - Crest piling capping - White Cast Marshes']																									
147		TBC - Acle Landspring bank erosion/low spot	1 day	20-6-22	20-6-22	236 days	0%	0 days	236 days	[Vertical bar at 20-6-22, labeled 'TBC - Acle Landspring bank erosion/low spot']																									
148		South Walsham Fleet Dyke Mooring refurb Ph2	43 days	2-9-22	1-11-22	141 days	0%	0 days	141 days	[Bar chart showing progress from 2-9-22 to 1-11-22]																									
149		Reactive provision (leaks and minor reactive repairs)	407 days	4-10-21	31-5-23	0 days	27%	0 days	0 days	[Bar chart showing progress from 4-10-21 to 31-5-23]																									
150		Recovery works undertaken on BrAM	52 days	8-3-22	23-5-22	254 days	29%	-254 days	0 days	[Bar chart showing progress from 8-3-22 to 23-5-22]																									
151		Heigham Holmes Water Vole Mitigation	9 days	8-3-22	18-3-22	297 days	78%	-41 days	0 days	[Bar chart showing progress from 8-3-22 to 18-3-22]																									
152		Heigham Holmes Crest Repairs	15 days	3-5-22	23-5-22	254 days	0%	-18 days	254 days	[Bar chart showing progress from 3-5-22 to 23-5-22]																									
153		Crest raising	63 days	6-6-22	1-9-22	184 days	0%	0 days	206 days	[Bar chart showing progress from 6-6-22 to 1-9-22]																									
154		C25a Geldeston Marshes - river embankment low spots	41 days	6-6-22	1-8-22	206 days	0%	0 days	206 days	[Bar chart showing progress from 6-6-22 to 1-8-22]																									
155		C25a Geldeston Marshes - Rowan craft track/kerb/verge raising	22 days	2-8-22	1-9-22	184 days	0%	0 days	184 days	[Bar chart showing progress from 2-8-22 to 1-9-22]																									
156		Large tree and scrub removal	1 day	4-4-22	4-4-22	286 days	0%	0 days	286 days	[Vertical bar at 4-4-22, labeled 'Large tree and scrub removal']																									
157		Non-routine Maintenance (Capital funding)	5 days	4-4-22	8-4-22	282 days	0%	-1 day	282 days	[Vertical bar at 4-4-22]																									
158		Erosion protection maintenance	1 day	4-4-22	4-4-22	282 days	0%	0 days	282 days	[Vertical bar at 4-4-22]																									
159		Safety chains and ladders installation (PSRA)	1 day	4-4-22	4-4-22	282 days	0%	0 days	282 days	[Vertical bar at 4-4-22, labeled 'Safety chains and ladders installation (PSRA)']																									
160		TBC - Structures maintenance	2 days	5-4-22	6-4-22	282 days	0%	0 days	282 days	[Vertical bar at 5-4-22]																									
161		TBC - Carleton Beck Outfall complex	1 day	5-4-22	5-4-22	282 days	0%	0 days	282 days	[Vertical bar at 5-4-22, labeled 'TBC - Carleton Beck Outfall complex']																									
162		TBC - Surlingham Outfall Flap	1 day	6-4-22	6-4-22	282 days	0%	0 days	282 days	[Vertical bar at 6-4-22, labeled 'TBC - Surlingham Outfall Flap']																									
163		Remedial works	2 days	7-4-22	8-4-22	282 days	0%	-1 day	282 days	[Vertical bar at 7-4-22]																									
164		TBC - C36 crest piling repairs - Phase 1	1 day	7-4-22	7-4-22	282 days	0%	-1 day	282 days	[Vertical bar at 7-4-22, labeled 'TBC - C36 crest piling repairs - Phase 1']																									
165		TBC - C36 crest piling repairs - Phase 2	1 day	8-4-22	8-4-22	282 days	0%	-1 day	282 days	[Vertical bar at 8-4-22, labeled 'TBC - C36 crest piling repairs - Phase 2']																									

Project: Broads Asset Maintenance
Date: 16-3-22

Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Critical Split	
Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline		Progress	
Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Critical		Manual Progress	

ENVIRONMENTAL REPORT

For the period 11 January 2022 to 03 May 2022

1. INFORMATION FOR THE BOARD

1.1. CARBON NET ZERO STRATEGY – PROGRESS UPDATE

Officers have had a very useful conversation with the Borough of Kings Lynn and West Norfolk's Carbon Strategy Officer and a review was also undertaken of the Norfolk County Council Carbon Footprint Report, to understanding how a baseline and carbon savings has been approached by these councils, with a view to using this standardised method to measure emissions for the BIDB and other boards of the WMA. We now understand what is required by government using these documents and which appear to be standard across governmental organisations. We have also had sight of ADA's proposals for Carbon baselining and producing an action-based report. The IDB boards fall very much in line with this approach.

What emissions do we propose to identify for the BIDB?

We will use the Governments Green House Gas Protocol, which defines 3 types of emission categories, from now called Scopes;

Scope 1 -Direct Emissions from activities under IDB control eg. diesel, petrol, oil gas for buildings offices, fleet vehicles

Scope 2 -Indirect Emissions from the electricity we purchase and use

Scope 3 -All other indirect emissions form activities, sources we don't own or control eg Water supply, commuting, recycling waste.

The UK Government require small businesses (such as the WMA) to commit to take climate action in three ways:

- 50% reduction in greenhouse gas emissions before 2030 (Scope 1 and Scope 2)
- Achieve net zero emissions by 2050. (across Scope 1, 2 and 3)
- Disclose progress on a yearly basis.

Internal discussions have been had with Kari Nash and the Finance department to explore an initial baselining exercise, which we feel can be achieved inhouse in the first instance. Once the data has been collected this can be transferred across to a template spreadsheet to provide totals for the scopes. It is proposed initially we use the last 3 financial years data as this we understand is more accessible than some of the previous year's data. However, once we have established annual carbon budgets for 3 financial years we can then determine if we need to go further back in time; as data collation may be a more complex exercise prior to April 2019.

We hope to produce a final report by the end of the year detailing the baseline for the last 3 years with an action plan setting out short, medium and long-term goals for the organisation and the BIDB.

1.2. BIDB STANDARD MAINTENANCE OPERATIONS AUDITS

The Environment Team have undertaken audits on two drains during this period, in the BIDB catchment, following the completion of maintenance works. This is to ensure that maintenance on the drains is done to the standard set out by the BIDB's Standard Maintenance Operations Document and ensure compliance.

The two drains audited include Stokesby (DRN 034P0220) (surveyed on the 18 January) and Mautby (DRN 031P0420) (surveyed on the 25 January). Audit reports were completed for each drain, including an overall maintenance score and recommendations, issued to the BIDB Engineer Operations Manager. The standard of maintenance recorded for the Mautby desilt was 4 out of 5 and for the Stokesby weedcut, 4 ½ out of 5.

1.3. NON-NATIVE INVASIVES: FLOATING PENNYWORT IN THE NORTH WALSHAM AND DILHAM CANAL / RIVER ANT – UPDATE

IDB Environment Officers have been continuing to work closely with the NNNSI, Environment Agency, Broads Authority, Natural England and North Walsham and Dilham Canal Trust to implement a plan and a solution to eradicating the plant in the Broads and Norfolk Rivers IDD. Regular virtual meetings continue to be held monthly to coordinate the efforts of all parties and keep up the momentum needed to tackle this aggressive non-native invasive problem.

The WMA Environmental Team has assisted the Broads Authority in arranging surveys and removal, through contacting the appropriate landowners in the aim to control and eradicate the plant from a particular private watercourse near Tylers cut, during this period.

1.4. DISSOLVED OXYGEN (DO) MONITORING

A report has been completed for the Dissolved Oxygen Monitoring survey 2021, including results found during the surveys and recommendations made for the 2022 survey period.

The Environment Team met with the Environment Agency to discuss the findings from 2021 and future recommendations for the 2022 monitoring period. During the 2021 survey the sites that displayed low levels of dissolved oxygen on multiple occasions include Catfield, Cantley, and Somerton North. These findings were reported to the Environment Agency promptly on each monitoring day.

The recommendations for the 2022 monitoring include the removal of Shallam Dyke as a survey site (previously monitored as a comparison site to Catfield), as this site had consistently high levels of dissolved oxygen and therefore is not considered comparable to the Catfield site. It is proposed to include the addition of Breydon pumping station as a comparison site to Cantley, to help in investigating the low levels of dissolved oxygen evident at Cantley during the 2021 survey year.

A recommendation to help improve the low dissolved oxygen levels recorded in the drains around Catfield Pump in 2021, was to undertake a maintenance desilt upstream of the pumphouse. This desilt was carried out in January 2022. The results of any improvement or otherwise will be observed during the 2022 monitoring survey and conclusions drawn accordingly.

A procedure for responding to low levels of dissolved oxygen in drainage channels is being produced for the 2022 survey period. This will include extra surveys to be undertaken when considered necessary, as a response to weather conditions, low pressure events, and the use of an aerator upstream of the pump will be deployed if monitored dissolved oxygen levels are considered to present a high risk to fish. The EA no longer have the resources to respond to any event other than those classified as Category 2 or Category 1 incidents.

2. BIODIVERSITY ACTION PLAN INFORMATION

2.1. MINK

2.1.1. WATER LIFE RECOVERY EAST (WLRE) - UPDATE

The aim of this group is to eradicate mink in East Anglia via a partnership approach from many organisations from Lincolnshire through Norfolk and Suffolk to Essex and Hertfordshire. The WLRE has now received charitable status as the Waterlife Recovery Trust.

The latest WLRE steering group meeting was held on 09 March. The recent newsletter (March 2022) provides some interesting information and updates on the project and its progress and can be found at:

2.1.2 NORFOLK MINK CONTROL PROJECT

This Norfolk Mink Control project continues to work in close alliance with the Water Life Recovery East Project, the WMA Boards including the BIDB. The latest Norfolk Mink Control Project meeting was the 24 March 2022. Much discussion was held around the development of water vole excluders to be fitted to the traps to prevent bycatch. As the project progresses and mink become less apparent in the catchment, the numbers of native animals return, such as water vole will increase. Native animals can be repeatedly caught in the remoti traps, which can be frustrating for volunteer trappers and may ultimately result in volunteers losing interest in the project. The fitting of excluders to rafts is now being undertaken in the BIDB area.

The Norfolk Mink Project newsletter documenting projects progress is available at: <https://thenorfolkproject.org.uk/wp-content/uploads/2022/03/NMP-Annual-Newsletter-9-2021-v1.0.pdf>

2.2. GRASS-WRACK PONDWEED (*POTAMOGETON COMPRESSUS*) TURION COLLECTION – SOUTH WALSHAM AND UPTON MARSHES

Grass-wrack pondweed *Potamogeton compressus* is a threatened aquatic macrophyte species of the pondweed family, is nationally scarce in Britain and appears to be declining both in Britain and throughout its range. The IDB are one of the last custodians of this plant in the UK and we continue to monitor and ensure maintenance is undertaken sensitively.

The Environment Team undertook a survey on 20 January to collect and return Turions directly after maintenance works had been done. During the survey, no turions were found in the material nor removed from the drain, indicating that no turions were disrupted during the maintenance.



Environment team, hand picking through the weedcut material in search of turions

2.3 WATER VOLE MITIGATION

2.3.1 WATER VOLE MITIGATION - HEMPSTEAD CULVERT INSTALLATION

A culvert crossing was proposed to be installed at a drain in Hempstead in order to allow for safe machine access to the catchment. A survey was undertaken on 15 February where water vole burrows were present in the area. Therefore, appropriate mitigation, in line with the IDB Class Licence, was needed for this protected species before the work could be undertaken. Bank side vegetation was flailed and then cut to ground level to encourage displacement of animals, followed by a destructive search of any burrows.

2.3.2 WATER VOLE MITIGATION – UPTON BRIDGE REPLACEMENT

A bridge at Upton was proposed to be replaced with a culvert crossing due to the bridge being unsafe. A survey was undertaken on 08 March where water vole burrows and field signs were evident in the area. Therefore, appropriate mitigation, in line with the IDB Class Licence, was needed for this protected species before the work could be undertaken. Bank side vegetation was flailed and then cut to ground level to encourage displacement of animals, followed by a destructive search of any burrows.

3. PRE-WORKS SITE VISITS DURING THE PERIOD:

Date	Officer	Project / Maintenance/ BAP	Site	Comments
11-01-22	EB, CH	Maintenance	Catfield	Environmental survey of trees prior to maintenance works
18-01-22	EB, CH	Maintenance	Stokesby	Site visit to undertake SMO Audit on recently maintained drain
20-01-22	CL, EB, CH	Maintenance	South Walsham and Upton Marshes	Several IDB drains in the South Walsham catchment contain the rare aquatic plant Grasswack Pondweed. As part of efforts to conserve this plant, Environmental Officer undertake annual surveys of these drains immediately following maintenance works. These surveys involve finding turions (buds of the plant that will grow into a new plant after the winter period) from the removed weed arisings and returning them to the drains.
25-01-22	CH, EB	Maintenance	Mautby	Site visit to undertake SMO Audit on recently maintained drain
01-02-22	CH, EB	Project	Halvergate	Site visit to undertake conductivity readings on the Halvergate HLC and 2 ponds to determine the likely habitat / use by fish species.
08-02-22	EB, CH	Project	Halvergate	Site visit to undertake conductivity readings AT 1 pond at Halvergate to determine the likely habitat / use by fish species.
15-02-22	EB	Maintenance	Hempstead	Water Vole Surveying prior to crossing installation
08-03-22	EB, CH	Project	Upton	Water Vole Surveying and environmental checks prior to Upton bridge replacement
11-03-22	CH	Project	Upton	Breeding bird checks prior to the strimming of areas as a part of water vole mitigation
24-03-22	CH, Ricky, Josh	Project	Halvergate	A water vole survey was undertaken at the two ponds which are to be filled in. A boat was used to survey the islands in the ponds. Additionally, a sonar was used at each pond to record the depth and to gauge whether there are any fish.
06-04-22	EB, CH	Project	Hempstead	Water Vole Destructive Search prior to crossing installation
20-04-22	EB, CH	Project	Upton	Water Vole Destructive Search prior to bridge replacement

4. ASSENTS/LICENCES GRANTED AND/OR APPLIED FOR DURING THE PERIOD:

Licence / Assent / Habitat Regulations Assessment	Applied	Granted
WFD Assessment for Catfield to carry out the required maintenance works.	06-01-2022	N/A
HRA obtained for the Martham Damgate Water Control structure.	06-01-2022	15-02-2022
HRA and WFD Assessment for the Hempstead Culvert Crossing Installation.	16-02-2022	22-02-2022
HRA and WFD Assessment for the Upton Marshes Bridge Replacement.	11-03-2022	30-03-2022

5. TRAINING AND MEETINGS ATTENDED:

Date Applied	Meeting / Training Attended	Brief Description
14-01-22	Best Practice Meeting	Internal meeting with managers to discuss projects, maintenance, best practice and outcomes from ISO Management review.
24-01-22	Floating Pennywort Group	Monthly update meeting for project partners working to eradicate Floating Pennywort on the River Ant.
03-02-22	ADA Environment Forum	Open informal discussion on ecological topics with other IDB ecologists and organised and hosted by ADA.
21-02-22	Carbon Baseline meeting, BCKLWN	Meeting to discuss how the BCKLWN council orchestrated their carbon strategy and carbon footprint baselining exercise.
21-02-22	Floating Pennywort Group	Monthly update meeting for project partners working to eradicate Floating Pennywort on the River Ant.
23-02-22	CIEEM - Lunchtime Chat with Dr Ainhoa and Dr Riki: Tiering in Environmental Assessment	A talk on SEA-EIA tiering and environmental assessment stages where tiering links are more apparent/work better using case study examples. Tiering of ecological considerations.
24-02-22	Norfolk Non-native Species Initiative meeting	Introductory meeting with Liam Smith to discuss future ideas and plans for partnership working.
03-03-22	Broads Biodiversity Partnership Meeting	Regular meeting of partners. Discussion of Broads peat project and the Farming in Protected Landscapes Programme.
04-03-22	Water Vole Species Recovery Strategy Meeting	Workshop with NE and ecological contractors discussing the current water vole licencing for developers and the IDB class licence.
09-03-22	WLRE stakeholder meeting	Meeting to discuss progress of mink eradication programme in East Anglia and beyond
23-03-22	Outreach Rescue DEFRA Water Safety / Rescue Awareness Course	The course complies with the 'Annex H' syllabus laid out in November 2019 revision of the DEFRA white paper, for 'flood' environments, working outside of the scope of the emergency services. A theory session described the physics of river systems and the dangers involved with working near water. A practical session involved practicing water safety skills and rescue techniques.
24-03-22	Norfolk mink Project Steering Group Meeting	Quarterly meeting of Norfolk Mink Steering group examining progress and successes to date.
25-03-22	Floating Pennywort Group	Monthly update meeting for project partners working to eradicate Floating Pennywort on the River Ant.
12-04-22	Meeting with David Smart, Local Nature Recovery Strategy Officer	Meeting to discuss opportunities for partnership working as part of the Norfolk and Suffolk Local Nature Recovery Strategy. This is a requirement to be of the new Environment Act 2021.
12-04-22	Carbon Baseline meeting	Internal discussions with Kari Nash on pushing forward carbon baselining for the WMA boards.
19-04-22	Dissolved Oxygen Monitoring Meeting with the EA	Meeting with the EA to discuss the DO Monitoring Report 2021 and future recommendations.
22-04-22	ADA Environment Forum	Open informal discussion on ecological topics with other IDB ecologists and organised and hosted by ADA.
25-04-22	ISO Management Review Meeting	A review of audit findings as part of the IDB Quality Management.
25-04-22	CIWEM – Road to Chartership meeting	Chartership meeting with CIWEM officer for WMA officers to guide potential applicants on routes to chartership with this organisation.
26-04-22	Floating Pennywort Group	Monthly update meeting for project partners working to eradicate Floating Pennywort on the River Ant.
27-04-22	Internal 14001- Audit Training	WMA Internal auditor training day, led by QMS Auditor, training IDB staff on the processes of auditing the new ISO 14001: 2015 environmental standard.

6. NON-COMPLIANCE

6.1. MARTHAM DAMGATE - UPDATE

Discussions have been held between the landowner and with NWT to understand a way forward to manage NWT concerns at Martham Damgate. The NWT have installed a small dam to maintain levels in the copse for amphibians.

7. COMPLAINTS

None within this period.

CAROLINE LABURN
ENVIRONMENTAL MANAGER

May 2022

SUSTAINABLE DEVELOPMENT REPORT

1. REPORTING PERIOD

This planning report covers the reporting period 11 January 2022 to 2 May 2022

2. CONSENT APPLICATIONS

There are currently 8 consent applications being processed. The most common types of consent that the Board receive and determine in its regulatory capacity are set out in the table below alongside the current breakdown of cases.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	1
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	2
Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse:	4
Total:	8

The current status of these applications are;

<i>Application Type</i>	<i>B3 - TFW</i>	<i>B3 - SW</i>	<i>B4/ S23</i>	<i>B10</i>	<i>Total</i>
Awaiting further information from the applicant:	0	0	0	1	1
Awaiting applicant’s acceptance of conditions:	0	0	0	0	0
Being processed by officers:	1	1	0	1	3
To be determined by the Board in this report:	0	0	2	2	4
Total:	1	1	2	4	8

There are 4 applications (within 1 site) requiring consideration by the Board in this report, which is summarised in section 3.

3. ITEMS REQUIRING THE BOARD'S CONSIDERATION

3.1. 22_06376_C, 22_06377_C, 22_06378_C and 22_06379_C: Culvert and Byelaw 10 applications at Marshes off Old Road (West of Old Road and Hermitage Marsh), Acle

Applications have been received to construct two culverts for field access under Section 23 Land Drainage Act, 1991, in the Board maintained watercourses known as BP0109 (DRN024P0109) and BP0107 (DRN024P0107) in the locations shown in Figure 1 below and to relax Byelaw 10 for the installation of access gates within 9 metres of the same two watercourses.

Details of the proposed works are as follows:

- Culvert 1 (west of Old Road): 6m (900mm diameter) culvert to be installed in the Board maintained watercourse known as BP0109 (DRN024P0109) as per figure 1.
- Culvert 2 (Hermitage marsh): 6m (1200mm diameter) culvert to be installed in the Board maintained watercourse known as BP0107 (DRN024P0107) as per figure 1.
- Gates: Gates are to be installed at each field access, replicating the design shown in figure 1.

The applications are required to be determined by the Board, as opposed to by officers under delegated authority, as the applicant is a current Board member.

Officer Recommendation: The Officer recommendation is for the application to be approved subject to the Board's standard conditions and specifications.



Figure 1: Map of proposed works (left) and proposed design (right).

3.2. 21_04204_F: Drainage Problem at Thrigby Road, Filby

Since March 2021 officers have been assisting two neighbouring properties with a drainage problem at Thrigby Road, Filby. Officers first became aware of the drainage problem following a complaint of internal flooding in December 2020, which was primarily investigated by the Lead Local Flood Authority (LLFA).

It is presumed that the drainage route under investigation (figure 2) is intended to convey water from the area around Thrigby Road towards Filby Broad to the North. It is unclear whether the original open watercourse itself ever reached the highway (historic maps do not confirm that the open watercourse ever reached the highway).

Officers have undertaken an initial investigation into whether there is evidence of a blockage within an ordinary watercourse, or whether there has been a contravention of the Land Drainage Act 1991. Officers have summarised their findings as follows:

- In 2007 the Board granted Land Drainage Consent for the culverting of a 60 metre length of private watercourse at Thrigby Road, Filby. The consent document does not detail the exact position of the approved works but references an existing 110mm pipe to the South. Officers do not believe this consent has been implemented.
- Also in 2007, the Local Planning Authority (LPA) refused planning permission for the same culverting following an objection from the neighbouring landowner. The objector cited that a drainage pipe leading from their property had been obstructed by previous works.
- A pipe (approximately 110mm) is evident at the head of the open watercourse and water is seen to be flowing (see figure 2 inset). It is unknown if this was ever an open watercourse, or if this is a private surface (roof) water outfall.
- The highway drainage is connected to the catchpit shown in figure 2 but it is unknown when this connection was made.

One landowner has commissioned high-pressure jetting of the presumed route from a catchpit in the driveway of one of the properties (see figure 2). Their contractors reported that the pipe downstream of the catchpit was redundant but supplied no further detail.

The two riparian owners of the presumed watercourse route have failed to reach an amicable solution regarding either further investigations of the existing system or the construction of new works to resolve the drainage problem.

Officers have so far aided with the private negotiations only. No enforcement action has been pursued to date as officers have so far been unable to substantiate claims that there has been a contravention of the Land Drainage Act 1991.

Officer Request: Officers are now minded to write to the landowners informing them that there is insufficient evidence to pursue enforcement action under the Land Drainage Act 1991. The Board are asked for their support in this approach.

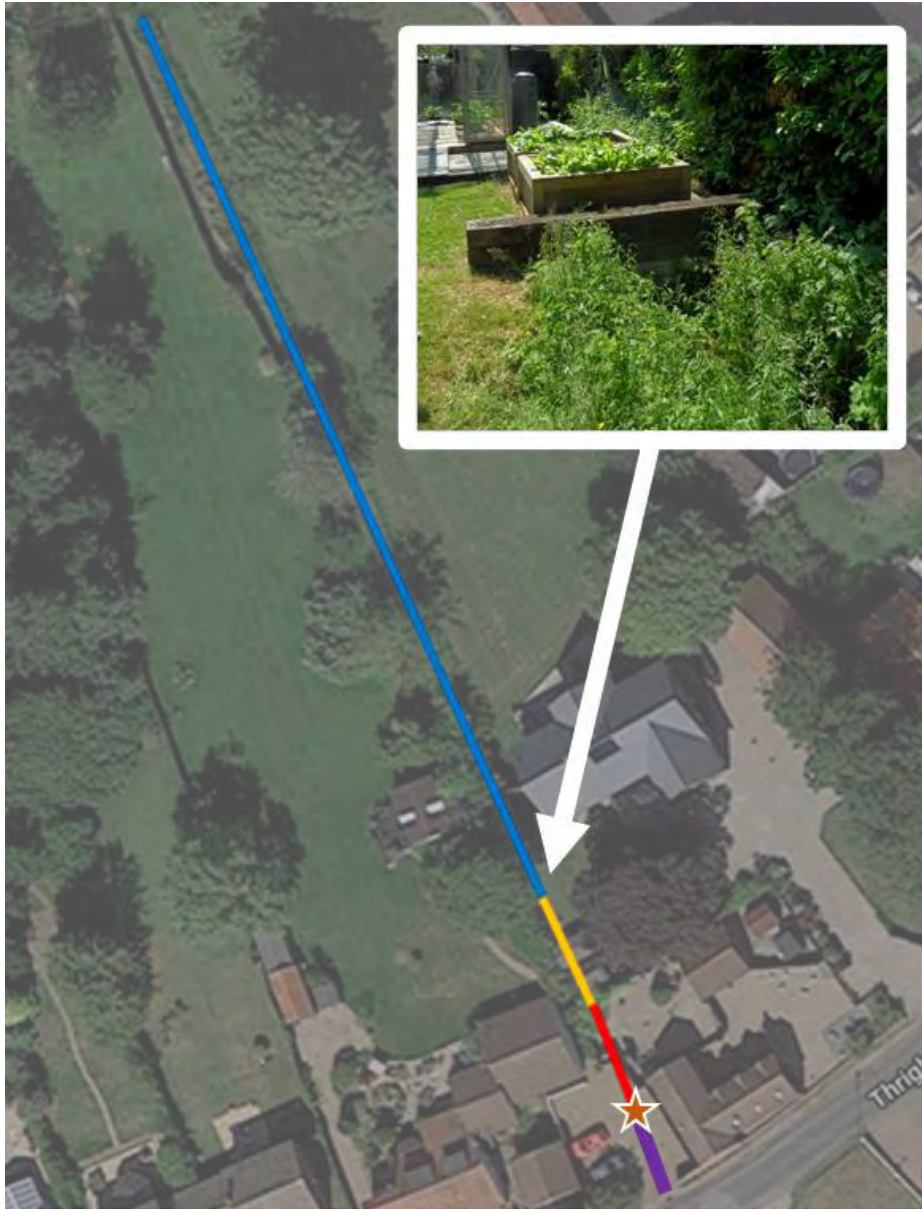


Figure 2: Presumed surface water drainage route from Thrigby Road to Filby Broad. Image shows:

- *Purple: Highway connection to catchpit*
- *Star: Catchpit manhole*
- *Red: Presumed piped route (length approximate)*
- *Yellow: Evidenced piped section (length approximate)*
- *Blue: Open watercourse*
- *Inset: Photograph of outfall with headwall. Water flow evidenced.*

4. CONSENTS DETERMINED

During this reporting period, the following 4 consents under the Land Drainage Act 1991 and Board's Byelaws have been determined by Officers in accordance with their delegated authority.

<i>Application Type</i>	<i>Number</i>
Byelaw 3 (B3) – Discharge of Treated Foul Water (TFW):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	1
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse:	2
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	1
Total:	4

These determined consents are listed in more detail in the table below.

Case. Ref.	Case File Sub-type	Parish	Location / Site Name	Description of Application or Proposal	Outcome
21_04218_C	Byelaw 3 Surface Water	Caister on Sea	Pump Lane	Discharge of surface water from 751m ² at an unattenuated rate.	Granted 15/03/2022
21_04219_C	Byelaw 10	Caister on Sea	Pump Lane	Outfall apparatus, fencing and skip storage area	Granted 15/03/2022
21_04845_C	Section 23, LDA 1991	Catfield	Fenside	Catfield Fen Restoration Project	Granted 19/01/2022
22_05950_C	Section 23, LDA 1991	Strumpshaw	Low Road	6m access culvert	Granted 08/02/2022

5. PLANNING COMMENTS

Officers have provided comments on 20 applications that are either in or could impact on the Boards Internal Drainage District. 1 of these applications is for a major development, summarised below;

Planning App. Ref.	Parish	Location / Site Name	Description
06/21/0995/D	Fleggburgh	Rollesby Road	Residential Development (13 Dwellings)

6. ESTATE MANAGEMENT

Within the reporting period, the WMA has recruited an Estates Officer (Giuseppe Bernardis) who has been working to examine the Board's archives and prepare applications to register several of the Board's Landholdings. Resultantly, it is expected that applications to register the following pumping stations will be submitted imminently: Potter Heigham, Heigham Holmes, Hickling Stubb and Hickling Eastfield.

The Estates Officer has also met with Sutton Parish Council to discuss the renewal of their ongoing lease of Sutton Staithe. At the meeting, representatives of Sutton Parish Council stated that the Council did not wish to enter into a new lease with the Board, due to the Council refuting the Board's ownership. Sutton Parish Council have agreed to share the documentation which has led the Council to believe that the Board are not the rightful owners of Sutton Staithe.

7. FEES

There have been 2 surface water development contribution fees invoiced or paid during the reporting period. These fees are detailed below;

Case ref.	Site	Amount (no VAT)	Date invoiced	Paid?	Reason for payment
21_05454_C	Mill Road Stalham	£1,401.12	04/01/2022	Yes, 06/01/2022	Discharge of surface water from 112m ²
21_04218_C	Pump Lane, Caister	£9,395.01	21/03/2022	Yes, 30/03/2022	Discharge of surface water from 751m ²

Ordnance Survey Licence Number 100052704, Crown Copyright 2022, all rights reserved.

CATHRYN BRADY
SUSTAINABLE DEVELOPMENT MANAGER
MAY 2022

From: 01 April 2021
To: 31 March 2022

Period To: 12
Year Ended: 31 March 2022

Notes	Income and Expenditure Account	Y-T-D Budget £	Y-T-D Actual £	Y-T-D Variance £	Annual Budget £	Projected Out-Turn £	Projected Variance £
<u>Income:</u>							
	Occupiers Drainage Rates	299,044	299,044	0	299,044	299,044	0
1	Special Levies issued by the Board	688,939	688,939	0	688,939	688,939	0
	Grants Applied	1,316,061	197,430	-1,118,631	1,316,061	197,430	-1,118,631
	Rental Income	0	294	294	0	294	294
2	Highland Water Contributions	196,226	265,286	69,060	196,226	265,286	69,060
3	Income from Rechargeable Works	1,000	434,379	433,379	1,000	434,379	433,379
	Development Contributions	0	15,762	15,762	0	15,762	15,762
	Investment Interest	7,000	731	-6,269	7,000	731	-6,269
4	Other Income	246,322	261,980	15,658	246,322	261,980	15,658
	Total Income	£2,754,592	£2,163,845	-£590,747	£2,754,592	£2,163,845	-£590,747
<u>Less Expenditure:</u>							
6	Capital Works	1,316,061	212,366	1,103,695	1,316,061	212,366	1,103,695
7	Environment Agency Precept	178,650	178,650	0	178,650	178,650	0
8	Maintenance Works	1,138,668	1,315,077	-176,409	1,138,668	1,315,077	-176,409
9	Administration Charges	203,697	196,579	7,118	203,697	196,579	7,118
3	Cost of Rechargeable Works	0	431,710	-431,710	0	431,710	-431,710
5	Net Deficit/(Surplus) on Operating Accounts	0	174,295	-174,295	0	174,295	-174,295
	Total Expenditure	£2,837,076	£2,508,676	£328,399	£2,837,076	£2,508,676	£328,399
	Profit/(Loss) on disposal of Fixed Assets	£0	£62,020	£62,020	£0	£62,020	£62,020
10	Net Surplus/(Deficit)	-£82,484	-£282,811	-£200,327	-£82,484	-£282,811	-£200,327

From: 01 April 2021
To: 31 March 2022

Period To: 12
Year Ended: 31 March 2022

Notes	Balance Sheet as at 31-3-2022	Opening Balance £	Movement This Year £	Closing Balance £
11	Fixed Assets:			
	Land and Buildings	318,902	-28,233	290,669
	Plant and Equipment	676,954	-174,148	502,806
	Pumping Stations	0	0	0
	Shared Consortium Assets	0	0	0
		995,856	-202,381	793,475
	Current Assets:			
12	Bank Account	417,421	493,338	910,759
	Stock	6,533	1,774	8,307
13	Trade Debtors	104,171	-34,885	69,286
19	Grant Due	0	0	0
14	Work in Progress	3,410	2,704	6,114
15	Term Deposits	750,000	250,000	1,000,000
16,17	Drainage Rates and Special Levies Due	-1,373	1,403	30
18	Prepayments	0	0	0
	Prepayments to WMA	852	20,646	21,498
	Accrued Interest	0	0	0
	VAT Due	40,965	-24,089	16,876
		1,321,978	710,891	2,032,870
	Less Current Liabilities:			
	Trade Creditors	32,209	10,220	42,428
	Accruals	56,816	67,312	124,128
	Payroll Controls	84	-84	0
	Debtors paid in advance	19,512	-6,100	13,413
20	Loans due in less than one year	0	0	0
		108,621	71,348	179,968
	Net Current Assets	1,213,358	639,544	1,852,901
	Less Long Term Liabilities:			
28	Net Pension Liability/(Asset)	665,000	-141,000	524,000
20	Loans due in more than one year	0	0	0
		665,000	-141,000	524,000
	Net Assets	£1,544,214	£578,163	£2,122,377
21	Reserves:			
	Earmarked			
19.	Grants Reserve	774,688	719,974	1,494,662
22	General Reserve	931,749	-298,573	633,176
23	Development Reserve	77,160	15,762	92,922
	Plant Reserve	305,827	0	305,827
24	Capital Works Reserve	77,600	0	77,600
		2,167,025	437,163	2,604,188
	Non-Distributable			
25	Revaluation Reserve	42,189	0	42,189
26	Pension Reserve	-665,000	141,000	-524,000
		-622,811	141,000	-481,811
	Total Reserves	£1,544,214	£578,163	£2,122,377

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2021
To: 31 March 2022

Period To: 12
Year Ended: 31 March 2022

Note Notes to the Accounts

- 1 Special Levies collected from constituent Billing Authorities were as follows:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Broadland District Council	176,246	176,246
Great Yarmouth Borough Council	199,322	199,322
North Norfolk District Council	310,623	310,623
South Norfolk District Council	2,748	2,748
	688,939	688,939

- 2 The Highland Water Claim for 2021/22 is now due to be paid by the Environment Agency (EA) to the Board in September, following the changes made in 2015 to the timetable (previously the payment was made in two installments - one in May and one in December).

- 3 A surplus of £2,669 has been made on Rechargeable Works.

- 4 Other Income for this year is made up as follows:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
4803 Shared Income from WMA	246,322	261,259
4800 Sundry Income	6,500	646
4802 Summons Costs	500	75
	253,322	261,980

- 5 The Net Operating Deficit/(Surplus) for this year to date is made up as follows:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Operations Account	0	132,117
Mobile Plant Operations Account	0	42,178
	0	174,295

Detailed operating surpluses/(deficits) for the Labour Operations Account and each item of Mobile Plant are shown in the Labour and Plant Operations Reports, which can be made available to members on request. A large proportion of the Labour Operations account deficit is due to the redundancy of the Operations Manager. All labour and plant hourly charge out rates have been reviewed, and the Area Manager, Operations Manager and Finance and Rating Manager will continue to monitor these over the next twelve months.

- 6 The gross cost and net cost of each capital scheme is detailed on the schedule of capital works and approved by the Board annually, which is managed by the Project Engineer and can be made available to Members on request.

- 7 The EA Precept due for 2021/22 is payable to the EA on 31 May and the other half is payable to them on 30 November.

- 8 The detailed maintenance operations in each sub catchment is approved by the Board annually and shown on the schedule of maintenance works, as managed by the Operations Manager, which can be made available to Members on request. Expenditure is analysed as follows:

	<u>Y-T-D Budget</u>	<u>Y-T-D</u>
Labour Charges	380,000	401,904
Pump Attendance	13,500	15,123
Plant Charges	100,513	126,967
Insurance	28,000	30,922
Out-sourced repairs and maintenance	63,000	104,016
Materials	0	1,688
Electricity	150,000	229,199
Telemetry	2,000	2,432
Professional Fees	0	-24
Depreciation	0	0
Direct Works	737,013	912,226
5400 Technical Support Staff Costs	332,233	338,311
5450 Other Technical Support Costs	55,756	50,860
5500 Biodiversity Action Plan Costs	13,667	13,680
5600 Development Expenditure	0	0
Maintenance Works	1,138,668	1,315,077

From: 01 April 2021
To: 31 March 2022

Period To: 12
Year Ended: 31 March 2022

Note Notes to the Accounts

9(i) Administration charges largely reflect the Board's share of consortium expenditure (excluding the technical support costs, which are included in the maintenance works expenditure). Shared expenditure is monitored by the Consortium Management Committee and the Board every three months:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
6000 Administration Staff Costs	144,068	138,087
6001 Other Administration Costs	55,629	54,663
6200 Drainage Rates AV Increases/(Decreases)	0	27
6100 Kettlewell House Depreciation	1,000	1,029
6400 Sundry Expenses	100	384
6500 Settlement Discount	2,900	2,389
	203,697	196,579

9(ii). **Consortium Charges**

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
<u>Expenses</u>		
Technical Support Staff (note 8)	332,233	338,311
Other Technical Support (note 8)	55,756	50,860
Administration Staff Costs (note 9i)	144,068	138,087
Other Administration Costs (Note 9i)	55,629	54,663
Shared Income from the WMA (note 4)	-246,322	-261,259
Net Consortium Charge	341,363	320,661

10 At the time of preparing the Estimates, the Board planned to finance the estimated net deficit this year as follows:

	<u>Budget</u>
Development Reserve	0
Plant Reserve	0
General Reserve	-82,484
	-82,484

11 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2021/22, which can be made available to members on request. Summarised movements are as follows:

	<u>Land and Buildings</u>	<u>Plant and Equipment</u>	<u>Pumping Stations</u>	<u>Total</u>
Cost				
Opening Balance as at 1-4-2021	422,699	1,182,812	412,722	2,018,233
(+) Additions	0	5,100	0	5,100
(-) Disposals	0	-202,147	0	-202,147
Closing Balance as at 31-3-2022	422,699	985,765	412,722	1,821,186
Depreciation				
Opening Balance as at 1-4-2021	103,797	505,858	412,722	1,022,377
(+) Depreciation Charge for year	28,233	176,567	0	204,800
(-) Accumulated depreciation written out on disposal	0	-199,467	0	-199,467
Closing Balance as at 31-3-2022	132,031	482,958	412,722	1,027,711
Net Book Value as at 31-03-2021	318,902	676,954	0	995,856
Net Book Value as at 31-3-2022	290,669	502,806	0	793,475

The Board also shares ownership of a proportion of the WMAs Shared Fixed Assets, which were last valued by Cruso & Wilkin Chartered Surveyors, as at 31 March 2018. Such assets have a Net Book Value of zero.

From: 01 April 2021
To: 31 March 2022

Period To: 12
Year Ended: 31 March 2022

Note Notes to the Accounts

12 The Bank Account balance will be kept to a minimum following the decision to invest additional working balances on the short term money market. The Bank Account is reconciled as follows:

	<u>2020/21</u>	<u>2021/22</u>
Opening Balance as at 1-4-2021 b/fwd	253,791	417,421
(+) Receipts	4,505,276	3,218,364
(-) Payments	-4,341,646	-2,725,026
(=) Closing Balance as at 31-3-2022 c/fwd	<u>417,421</u>	<u>910,759</u>

Balance on Statement as at 31-3-2022	410,012	934,115
Less: Unpresented Payments	-12,590	-25,097
Add: Unpresented Receipts	20,000	1,740
Closing Balance as at 31-3-2022 c/fwd	<u>417,421</u>	<u>910,759</u>

13 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	69,286	9
>30 days and <=60 days	0	0
>60 days and <=90 days	0	0
>90 days	0	0
Total Trade Debtors	<u>69,286</u>	<u>9</u>

>90 days	Amount	Inv.Date	Originator
	0		
	<u>0</u>		

14 Work In Progress (WIP) is currently made up of the following jobs:.

		Estimated Completion	Originator
RHALV003	3,235	Ongoing	Project Delivery Engineer
RWH001	269	Ongoing	Operations Manager
Anglia Farmers	54	30.04.2022	Finance
RWHA001	2,557	30.04.2022	Area Manager
	<u>6,114</u>		

15 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
Vernon Building Society	250,000	30/09/2021	15/04/2022	0.115%
West Bromwich Building Society	250,000	07/01/2022	06/05/2022	0.18%
National Counties Building Society	250,000	07/01/2022	07/07/2022	0.35%
National Counties Building Society	250,000	28/01/2022	28/07/2022	0.42%
	<u>1,000,000</u>			

16 Special Levies are due to be paid by Constituent Councils in two halves on 1 May and 1 November every year.

From: 01 April 2021
To: 31 March 2022

Period To: 12
Year Ended: 31 March 2022

Note Notes to the Accounts

- 17 Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 10 Ratepayers that have not paid their drainage rates for 2021/22, as compared to 2 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	<u>2020/21</u>	<u>2021/22</u>
Arrears b/fwd	-2,360	-1,373
Drainage Ratepayers	293,182	299,038
Special Levies for the year	675,433	688,939
Payments Received	-965,345	-992,122
Annual Value Decrease	-2,230	-1,333
Annual Value Increase	1,324	1,186
New Assessments	905	147
Irrecoverables and write offs	-42	-11
Summons Collection Costs	0	75
Settlement Discount	-2,265	-2,389
Returned Amount	0	7,687
Paid Refund	0	186
Sundry adjustments	23	0
Arrears c/fwd	<u>-1,373</u>	<u>30</u>

- 18 There are no current prepayments.

19 **Grants Reserve**

Grants Unapplied are those grants that we have received in advance of doing work on the following schemes:

	<u>2020/21</u>	<u>2021/22</u>
SCH02: Hickling Broad - Stubb Road (100%)	77	77
SCH04: Upton WLMP (100%)	1	0
SCH05: Calthorpe Broad (100%)	403	403
SCH10: Halvergate Marshes WLMA (100%)	5,806	5,806
SCH19: Damgate Marshes (100%)	69	69
SCH65: Halvergate Marshes Water Level Management Plan	0	0
SCH23: Shallam Dyke	2,721	2,721
SCH50: Parrots Feather: Norfolk County Council (100%)	2,448	2,448
SCH57: South Walsham GWP (100%)	40	40
SCH31: Brograve Study (100%)	0	0
SCH45: Hickling (100%)	26,505	26,505
SCH06: Stubb Mill Pump Replacement (45%)	4,185	4,185
SCH12: Muckfleet Survey & Options Appraisal	409	409
SCH13: Five Mile Pump Replacement (45%)	787	787
SCH14: Hermitage Pump/Structure Replacement (45%)	800	800
SCH15: Thurne Pumping Station (45%)	394	394
SCH27: Ludham Bridge	2,350	2,350
SCH60: Tunstall Pumping Station Emergency Works (45%)	2,684	2,684
SCH07: Potter Heigham Automatic Weedscreen	4,632	4,632
SCH09: River Yare Pumping Station Improvement	2,477	2,477
SCH32: Eastfield Pumping Station Auto Weedscreen	2,066	2,066
SCH33: Tonnage Bridge Pumping Station Auto Weedscreen	0	0
SCH08: St Benet's Pumping Station	14,230	14,230
SCH67: Horsey Boat Dyke Culvert Works FCERM7 Study	16,714	16,714
SCH69: Stokesby PS Bypass FCERM7 Study	12,001	12,001
SCH70: Tunstall PS Bypass FCERM7 Study	40,000	28,194
SCH71: Broads Culvert Surveys	18,055	18,055
SCH72: Horsey Boat Dyke Culvert	975	0
SCH73: Muckfleet Bank Improvements	226,500	173,008
SCH74: Martham Boat Dyke Culvert Study	31,193	31,193
SCH75: Martham Boat Dyke Culvert Replacement	6,555	4,927
SCH76: Upper Thurne Integrated Drainage Improvements Study	0	0
SCH77: River Yare Water Level Management Improvements	349,610	336,686
SCH78: River Restoration Officer	0	15,595
SCH79: River Bure FCERM7 Study	0	438,449
SCH80: Upper Thurne Integrated Improvement Works	0	346,754

From: 01 April 2021
To: 31 March 2022

Period To: 12
Year Ended: 31 March 2022

Note Notes to the Accounts

	£
Grant Reserve as at 1-4-2021 b/fwd	774,688
Add Grants Received	917,404
Less Grant Applied	-197,430
Grant Reserve as at 31-3-2022	<u>1,494,662</u>

20 There are currently no outstanding Public Works Loans.

21 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 18 January 2021. This policy is available for viewing on the Board's website.

22 Movements on the General Reserve are made up as follows:

	<u>2020/21</u>	<u>2021/22</u>
Opening Balance, as at 1-4-2021 b/fwd	1,125,316	931,749
Net Surplus/(Deficit) for the year	-193,567	-282,811
Net transfer (to)/from Development Reserve	0	-15,762
Net transfer (to)/from Capital Works Reserve	0	0
Revaluation Reserve adjustment	0	0
Closing Balance, as at 31-3-2022 c/fwd	931,749	633,176

23 The purpose of the Development Reserve is to reduce the impact on drainage rates from development that takes place in the area. The Board charges developers a standard rate per impermeable hectare for agricultural land which is developed and becomes a hard standing area, such as housing, roadways etc. The money is credited to this Reserve (earmarked to the sub catchment) and then used to reduce the gross cost of capital work needed to cater for the additional flows arising from such development. The income for this Reserve therefore comes exclusively from developers and is used to help fund improvement works that are necessary because of development. The Development Reserve is currently made up as follows:

	<u>2020/21</u>	<u>Tfr from Gen. Reserve</u>	<u>Tfr to Gen. Reserve</u>	<u>2021/22</u>
Muckfleet and South Flegg (Former Sub District)	72,702	0	0	72,702
Middle Bure (Former Sub District)	4,458	0	0	4,458
Chapelfield	0	427	0	427
Ashtree	0	12,474	0	12,474
Caister Village	0	2,861	0	2,861
	77,160	15,762	0	92,922

24 The Capital Works Reserve largely represents the committed cost of capital schemes that the Board has approved where suppliers have not actually invoiced for work, either due to slippage in the programme or other issues with the contract. The advantage to the Board of committing scheme costs at the time contracts are awarded is that grant aid can be claimed in advance of incurring the expenditure, and, the year end balance of the General Reserve does not fluctuate significantly. The Capital Works Reserve is currently made up as follows:

	<u>2020/21</u>	<u>Tfr from Gen. Reserve</u>	<u>Tfr to Gen. Reserve</u>	<u>2021/22</u>
SCH27: Ludham Bridge Pumping Station Refurbishment	5,100	0.00	0	5,100
SCH60: Tunstall Pump Replacement (Emergency Works)	6,000	0.00	0	6,000
SCH32: Eastfield Weedscreen	6,500	0.00	0	6,500
Pumping Station Works	30,000	0.00	0	30,000
Stokesby Main Drain Reprofiling	20,000	0.00	0	20,000
Wayford Mill Drain Bund	6,000	0.00	0	6,000
Ludham Bridge Boatyard - Making good old Pumping Station	4,000	0.00	0	4,000
	77,600	0.00	0	77,600

From: 01 April 2021
To: 31 March 2022

Period To: 12
Year Ended: 31 March 2022

Note Notes to the Accounts

25 Movements on the Revaluation Reserve are made up as follows:

	<u>2021/22</u>
Opening Balance, as at 1-4-2021 b/fwd	42,189
Less:	
Pumping Station Depreciation	<u>0</u>
Closing Balance, as at 31-3-2022 c/fwd	42,189

26(i) The Board provides its employees with access to the Local Government Pension Scheme but does not need to Account for this as a defined benefit pension scheme to comply with the limited assurance audit regime. However the Board has chosen to do so because it does have a pension liability, which has been calculated by the LGPS Fund Actuary as at 31 March 2022.

26(ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £4,272,000 as at 31 March 2022 that is shared by all 6 Member Boards. However Waveney Lower Yare and Lothingland IDB's liability is capped at £5,000 until 31st March 2022. The Board's share of this pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 24 January 2022.

27 Related Party Disclosures

- (i) The Board is a full member of Anglia Farmers Ltd, an agricultural purchasing cooperative. Several members of the Board are also shareholders of this organisation. The Board made payments of £296,191.36 to this company during the reporting period.
- (ii) The following Board members have performed pump attendant and maintenance duties at the Board's pumping stations during the year, for which they have received an allowance. Mr Harris received £6,300.00 from the Board for pump attendant duties and general maintenance, Mr Wharton received £900.00 and Mr Wright received £0.00 from the Board for pump attendant duties.
- (iii) All elected members of the Board pay drainage rates either as individuals, Partners in Partnerships, or as Directors of limited companies; the exact nature of which can be found in the Rate Book as at 1 April 2021.
- (iv) The Board is a member of the Water Management Alliance Consortium, who provide administrative and technical support services to the Board. The Board has 3 representatives who serve on the Consortium Management Committee, that include the Chairman and the 2 Vice Chairmen of the Board. The Chairman received £3,500 Chairman's Allowance for the period 01.04.21-31.03.22.
- (v) The Board has paid Ben Goose (BJ Goose Digger Hire Ltd) £5,186.40 during the reporting period for undertaking excavation and basket cutting work. The Board's Operations Manager is related to Ben Goose.
- (vi) The Board has paid £1,342.19 to Chapman Farms Ltd during the reporting period for renting space to house telemetry equipment at Thunderhill and for renting the land to house Somerton Auxilliary Pumping Station Kiosk for the period of August 2021 to July 2022. The Board member Mr J Chapman is a Director in this company.
- (vii) The Board has paid £173.00 for renting land at Horsey Pumping Station. The Board member, Mr Buxton of Horsey Estates, owns this land.
- (viii) The Board uses Rating Software for the collection of Drainage Rates known as DRS. This software is owned by South Holland IDB and was developed by Mr P J Camamile, the Chief Executive. The software is supported at no cost to the Board by Byzantine Ltd. Mr P J Camamile is the Company Secretary of Byzantine Ltd and his wife Mrs P Camamile is a Director. Both are shareholders.

Recommended Actions:

1. To approve the Financial Report for the period ending 31-3-2022.

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING MANAGER

From: 01 April 2021
To: 31 March 2022

Period To: 12
Year Ended: 31 March 2022

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2022	ACTUAL 2020/21 £	ACTUAL 2021/22 £
1	Balances brought forward		
	General Reserve	1,125,317	931,749
	Development Reserve	77,160	77,160
	Plant Reserve	305,827	305,827
	Capital Works Reserve	77,600	77,600
	Grants Reserve	233,823	774,688
	Revaluation Reserve	42,189	42,189
	Pension Reserve	-257,000	-665,000
	As per Statement of Accounts	1,604,916	1,544,214
	(-) Fixed Assets, Long Term Liabilities and Loans		
	Pension Liability	-257,000	-665,000
	Loans Outstanding (Current Liabilities)	0	0
	Long Term Borrowing	0	0
	Net Book Value of Tangible Fixed Assets	773,347	995,856
		516,347	330,856
	(=) Adjusted Balances brought forward	1,088,569	1,213,358
2	(+) Rates and Special Levies		
	Drainage Rates	293,182	299,044
	Special Levies issued by the Board	675,433	688,939
	As per Statement of Accounts	968,615	987,983
3	(+) All Other Income		
	Grants Applied	450,114	197,430
	Rental Income	586	294
	Highland Water Contributions	221,097	265,286
	Income from Rechargeable Works	386,821	434,379
	Insurance Claims	11,364	0
	Investment Interest	2,836	731
	Development Contributions	0	15,762
	Other Income	191,929	261,980
	Profit/(Loss) on disposal of Fixed Assets	35,987	62,020
	As per Statement of Accounts	1,300,735	1,237,882
	(+) Income from Sale of Fixed Assets (above profit/(loss))		
	Capital Cost of disposals	122,707	202,147
	Less: Accumulated depreciation written out	-87,317	-199,467
		35,390	2,680
	(+) Grants Applied to Grants Received Conversion		
	(-) Grants Applied	-450,114	-197,430
	(+) Grants Received	990,980	917,404
		540,866	719,974
	(=) Adjusted Other Income	1,876,990	1,960,536
4	(-) Staff Costs		
	Labour Operations Account	623,672	653,463
	Technical Support Staff Costs	286,120	338,311
	Administration Staff Costs	118,518	138,087
		1,028,310	1,129,861

From: 01 April 2021
To: 31 March 2022

Period To: 12
Year Ended: 31 March 2022

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2022	ACTUAL 2020/21 £	ACTUAL 2021/22 £
5	(-) Loan Interest/Capital Repayments		
	Loan Interest	0	0
	Capital Repayments	0	0
	As per Statement of Accounts	0	0
6	(-) All Other Expenditure		
	Capital Works	461,672	212,366
	Maintenance Works	1,225,058	1,315,077
	Environment Agency Precept	175,147	178,650
	Administration Charges	176,152	196,579
	Cost of Rechargeable Works	379,846	431,709
	Net Deficit/(Surplus) on Operating Accounts	45,043	174,295
	Development Expenditure	0	0
	Depreciation of Pumping Stations	0	0
	As per Statement of Accounts	2,462,918	2,508,675
	(-) Depreciation Charged (Non Cash)		
	Plant and Equipment	164,204	176,567
	Pumping Stations	0	0
	Land and Buildings	28,233	28,233
		192,437	204,800
	(-) Staff Costs now reported in Box 4	1,028,310	1,129,861
	(+) Capitalised Additions		
	Land and Buildings	0	0
	Plant and Equipment	450,336	5,100
		450,336	5,100
	(=) Adjusted Other Expenditure	1,692,506	1,179,114
7	(=) Balances carried forward		
	General Reserve	931,749	633,176
	Development Reserve	77,160	92,922
	Plant Reserve	305,827	305,827
	Capital Works Reserve	77,600	77,600
	Grants Reserve	774,688	1,494,662
	Revaluation Reserve	42,189	42,189
	Pension Reserve	-665,000	-524,000
	As per Statement of Accounts	1,544,214	2,122,377
	(-) Fixed Assets, Long Term Liabilities and Loans		
	Pension Reserve	-665,000	-524,000
	Loans Outstanding (Current Liabilities)	0	0
	Long Term Borrowing	0	0
	Net Book Value of Tangible Fixed Assets	995,856	793,475
		330,856	269,475
	(=) Adjusted Balances carried forward	1,213,358	1,852,902
8	Total Cash and Short Term Investments		
	Cash at Bank and in Hand	417,421	910,759
	Short Term Investments	750,000	1,000,000
	As per Statement of Accounts	1,167,421	1,910,759
9	Total Fixed Assets and Long Term Assets (Net Book Value)		
	Land and Buildings	318,902	290,669
	Plant and Equipment	676,954	502,806
	Pumping Stations	0	0
	Shared Consortium Assets	0	0
	As per Statement of Accounts	995,856	793,475
10	Total Borrowings		
	Loans Due (<= 1 Year)	0	0
	Loans Due (> 1 Year)	0	0
	As per Statement of Accounts	0	0

From: 01 April 2021
To: 31 March 2022

Period To: 12
Year Ended: 31 March 2022

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2022	ACTUAL 2020/21 £	ACTUAL 2021/22 £
---	------------------------	------------------------

7, 8 RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2020/21 £	ACTUAL 2021/22 £
---	------------------------	------------------------

7 Balances carried forward (adjusted)	1,213,358	1,852,902
(-) Deduct: Debtors and Prepayments		
Trade Debtors	104,171	69,286
Stock and Work in Progress	9,943	14,421
Drainage Rates and Special Levies Due	-1,373	30
Prepayments	0	0
Prepayments to WMA	852	21,498
Accrued Interest	0	0
Vat Due from HMRC	40,965	16,876
	154,558	122,111
(+) Add: Creditors and Payments Received in Advance		
Creditors Control Account	32,293	42,428
Accruals	56,816	124,128
Receipts Paid in Advance	19,512	13,413
	108,621	179,968
(=) Box 8	1,167,421	1,910,759
8 (=) Total Cash and Short Term Investments		
Cash at Bank and in Hand	417,421	910,759
Short Term Investments	750,000	1,000,000
	1,167,421	1,910,759

S JEFFREY BSc (Hons) FCCA
FINANCE & RATING OFFICER

16 MAY 2022

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

WILMINGTON BROADS (2006) IDB AUTHORITY

ENTER https://www.wlma.org.uk/broads-idb/home/ ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

07/04/2022 08/04/2022 11/04/2022

Name of person who carried out the internal audit

KATHY WOODWARD INTERNAL AUDITOR

Signature of person who carried out the internal audit

K.Woodward

Date

19/04/2022

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

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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2022, 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

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENT BROADS (2006) IDB AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	1,088,569	1,213,358	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	968,615	987,983	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,876,990	1,960,536	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,028,310	1,129,861	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,692,506	1,179,114	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,213,358	1,852,902	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,167,421	1,910,759	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	995,856	793,475	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. <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 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 02/05/2022

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

16/05/2022

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

BROADS (2006) IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/12/2021

Payment Date To : 31/03/2022

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AB0001	Abrehart Ecology Ltd	Ecology Surveys	3,336.00
AG0001	Agroco Trailers	Mobile Plant Expenditure	46.80
AL0005	Allstar Business Solutions Ltd	Fuel	16,063.30
AM0004	Amari Plastics	Rechargeable Works	322.20
AN0007	Anglian Pumping Services Ltd	Maintenance Works	369.60
AN0120	The AF Group Limited	Electricity/Materials	105,412.80
BI0006	Binder Ltd	Waste management	236.40
BO0002	Boss Cabins	Rechargeable Works	475.62
BO0003	Bobby Dazzlers Cleaning Ltd	Cleaning of depot	238.00
BT0001	BT Payment Services	Telephone/Broadband	1,379.54
BU0004	Built Intelligence Ltd	Capital Works	8,931.29
CI0001	City Electrical Factors	Spares & Repairs	4,352.53
CO0010	Construction Training Services	Training Course Fees	738.00
DV0001	DVLA	Vehicle Tax	1,283.33
EE0001	EE	Telephone	45.80
EN0501	Environment Agency	Maintenance Works	221.00
EO0550	E.On UK PLC	Electricity	4,078.28
ER0001	Ernest Doe & Sons Ltd	Small Tools	105.46
ER0002	Eriks Industrial Services Ltd	Capital Works	4,747.20
FI0001	1st Class Fire Protection	Annual Service of Fire	92.58
FI0002	FibreGrid Ltd	Maintenance Works	1,682.99
FU0003	Fuel Proof Ltd	Mobile Plant Expenditure	229.20
GA0003	Gapton Car Hire	Small Tools/Consumables	43.20
GI0001	Gibb Group Ltd	Small Tools/Consumables	139.80
GO0742	B J Goose Digger Hire Ltd	Maintenance Works	4,934.40
GS0001	G & S Stores Ltd	Maintenance Works	479.67
GYBC01	Great Yarmouth Borough Council	Rates	988.00
HA0001	M P Harris	Pump Attendant	6,300.00
HA0007	Hayward United Farmer Ltd	Mobile Plant Expenditure	119.57
HA0009	Hayley Group Ltd	Mobile Plant Expenditure	102.48
HE0003	Herbert Graves (Briston) Ltd	AG Retirement	1,080.00
HO0001	Horsey Estate	Maintenance Works	173.00
HU0001	Hubble	Maintenance/Mobile Expenditure	292.92
HU0002	Hugh Crane	Martham Depot repairs	92.55
IN0002	Independent Lifting Services	Small Tools	81.11
IN0950	Inland Revenue	PAYE & NIC	54,796.82
JA0002	Jacobs U.K. Ltd	Capital Works	24,751.02
JO0002	Roger Jones	Pump Attendant	1,800.00
JO0006	John Hutchings Services Ltd	Small Tools	318.00
LA0002	Mervyn Lambert	Mobile Plant/AG truck repair	3,377.84
MA0008	Maverick Engineering Ltd	Rechargeable Works	66.00
MA0009	Mastenbroek Environmental Ltd	Mobile Plant Expenditure	463.48

BROADS (2006) IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date From : 01/12/2021

Payment Date To : 31/03/2022

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
MT0001	M.T.Plant Services	Mobile Plant Expenditure	1,053.12
NI1450	Nicholsons	Hardware/Fuel	1,882.59
NO0009	Norwich Instrument Services Ltd	Calibration	248.52
NO0011	Norwich Print Solutions Ltd	HSE/Stationery	394.80
NO0012	Norfolk Hose Services Ltd	Mobile Plant Expenditure	232.44
NO1470	Norfolk Pension Fund	Pension Contributions	48,064.73
NO1475	Norfolk Rivers IDB	Rechargeable Works	594.94
PA0003	Parker Hydraulics and Pneumatics	Mobile Plant/Rechargeable	592.96
PE0005	Peoplesafe	Lone Worker	244.80
PL0001	PLG Farm Supplies	Maintenance Works	748.74
PR0003	R J Pryce & Co Ltd	PPE/Martham Depot repairs	171.24
PU0001	Pulsar Process Measurement Ltd	Maintenance Works	571.20
PU0003	Purple Line Ltd	Mobile Plant Expenditure	27.65
RE0004	Rexel UK Ltd	Maintenance Works/PPE	708.66
RH0001	Rhino Building & DIY Supplies Ltd	Maintenance Works	261.54
RS1890	The RSPB	Pump Attendant	1,800.00
RW0001	R.W.D. Garage	MOT	45.00
SH0001	Fred Sharman	Pump Attendant	750.00
SSAF01	SSAF Window Films Ltd	Supply stickers/grahics for plant	28.80
TH0003	Robert Thain	Capital/Maintenance Works	40,424.40
TO0005	SLM Toyota	Servicing Trucks	3,322.59
TU0002	C R Turner	Maintenance Works	2,664.00
VO0001	Vodafone	Mobile Phones	1,894.79
WA0001	Water Management Alliance	Rechargeable Work	76,445.27
WH0001	Charles Wharton & Partners	Pump Attendant	900.00
WI0002	Wildlife Conservation Partnership	BAP	2,000.40
WI0003	Witham Oil and Paint (Lowestoft)	Oil/Parts	711.89
WO0001	Wolseley UK Ltd	Maintenance Works	25.55
WO0003	Workwear (East Anglia) Ltd	PPE	560.69

Please note that the amounts shown above include Vat £ 442,159.09

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
<p>To reduce the flood risk to people, property, public infrastructure, and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD).</p>	<p>(1a) Reduction in, or insufficient finance, grant and income.</p>	<p>Erosion of Board’s capital and general reserves.</p> <p>Unable to replace assets as scheduled in asset management plan.</p> <p>Potential prohibitive financial impact.</p>	<p>3</p>	<p>3</p>	<p>High 9 →</p>	<p>Explore alternative funding streams.</p> <p>Continue to lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board’s area to its watershed catchment. This would provide additional rates to the Board from the upland area (and negate the need for HWCs). The Environment Act 2021 has been enacted, which paves the way for these aims.</p>
	<p>(1b) EA may cease to pay highland water contributions to IDBs.</p>	<p>Reduction in FCERM service the Board is able to provide.</p>	<p>3</p>	<p>3</p>	<p>High 9 →</p>	<p>Continue to lobby Defra to update the Land Drainage Act 1991 to refer to current rating lists used by billing authorities for levying agricultural drainage rates and special levies, as this would support the extension of the Board’s area to its watershed catchment. This would provide additional rates to the Board from the upland area (and negate the need for HWCs). The Environment Act 2021 has been enacted, which paves the way for these aims.</p>

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	(1d) Environment Agency (EA) is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or continues to maintain these but to a reduced standard. Works still to be completed on the flood defence banks prior to expiration of the extended BESL contract.	Potential overtopping into IDD in severe weather events and cost implications of managing the increase in water.	2	3	High 6 →	<p>Develop Investment Plan with key stakeholders in each flood compartment.</p> <p>Ensure liaison with the Regional Flood & Coastal Committee to input into the Shoreline Management Plans.</p> <p>IDB discussion with EA and BESL ongoing to establish when remaining works on the flood defence banks will be completed, as well as deciding maintenance options for the flood defence banks at the end of the extended BESL contract.</p>
	(1e) EA is no longer willing or able to carry out work on Main Rivers.	Will limit the Board's ability to fulfil its statutory function.	2	3	High 6 ↑	Formally identified, recorded and advised EA of programme of works required that would benefit the IDD but IDB has not been permitted to undertake any works due to EA view that these works fall under BESL responsibility. The Board may need therefore to consider appealing its precept.

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	(1f) Implementation of Eel Regulations 2009 requiring changes to Board infrastructure.	Prohibitive cost to update all infrastructure to be compliant with the regulations.	2	3	6 →	<p>Sites assessed and prioritised and agreed with EA.</p> <p>EA has provided derogation until 31 December 2024. ADA are pressing for this to become a permanent change. Board to apply for grant aid.</p>
	(1p) Operations works constrained by the Water Framework Directive legislation and Habitat Regulations Assessments.	<p>IDB could incur penalties/fines.</p> <p>IDB unable to fulfil its statutory function.</p> <p>Onus of proof sits with IDBs.</p>	2	3	High 6 →	<p>Work with EA, NE and voluntary sector orgs to meet WFD requirements.</p> <p>Agree interpretation of Habitat Regulations Assessments with NE.</p> <p>SMO regularly updated to remain WFD compliant and regular training provided for employees.</p> <p>Ensure affected landowners are aware of agreed water levels.</p> <p>Pursue funding from all available sources.</p>
	(1r) The red diesel exemption expires on 1 April 2022, which means that all of the existing mobile	An annual fuel increase in cost of approximately £30,000, meaning an increase of 3% in drainage	3	3	High 9 ↑	ADA are lobbying Government and Board Members to lobby their local Members of Parliament, etc. We support the move to lower carbon usage, but this would be at an even higher

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	plant (incl contractors) will need to run on white diesel.	rates and special levies.				cost and should be phased in over a number of years.
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk.	(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk.	Potential for increased flood risk.	2	3	High 6 ↑	<p>Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board meetings.</p> <p>Officers' comments on planning applications are available on Local Authority website.</p>
	(3b) Potential for SUDs to be managed by private companies, who may fail in their responsibility to maintain them in the long term.	<p>Lost income from SWDCs and commuted sums.</p> <p>Inadequate or total lack of maintenance of SUDs could have an adverse impact on the IDB infrastructure and subsequently increase the risk of flooding.</p>	2	3	High 6	<p>SUDs adoption and charging policy approved by the Board.</p> <p>At its 15 October 2018 meeting the Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken by the WMA. New rates and banding introduced 1 October 2018.</p>
To nurture, enhance and maintain the natural habitats and species, which exist in and	(4a) Non-delivery/ non-compliance of Biodiversity	Board does not meet its environmental targets.	3	3	High 9 ↑	<p>BAP approved by Board and submitted to DEFRA and EA.</p> <p>Work to WFD compliant</p>

**BROADS INTERNAL DRAINAGE BOARD
RISK REGISTER**

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
alongside watercourses, wherever practical to ensure there is no net loss of biodiversity.	Action Plan (BAP).	Potential to incur penalties/fines.				<p>SMO.</p> <p>Prioritise each watercourse according to flood risk, based on criterion agreed by the Board to identify opportunities for increasing environmental performance in lower priority infrastructure.</p> <p>Officers monitor and report environmental performance to Board.</p> <p>Staff awareness training.</p> <p>ISO 14001 accreditation and external audit of QA systems.</p> <p>Actions monitored by EA, NE, Police, SWT and local population.</p> <p>Complaints Register.</p>
	(4c) Increased levels of non-native species adversely affecting BAP delivery eg killer shrimp and Floating Pennywort.	Failure to successfully control/eradicate invasive species.	2	3	High 6	<p>Respond to maintenance programme by undertaking environmental survey work in and alongside Board watercourses.</p> <p>Adhere to risk assessment and protocol for management of works where non-native species are present.</p> <p>Ensure biosecurity protocols are adhered to.</p>

Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 23 January 2017)

Risk Assessment Matrix

Likelihood			
Highly Likely	Medium (3)	High (6)	High (9)
Possible	Low (2)	Medium (4)	High (6)
Unlikely	Low (1)	Low (2)	Medium (3)
	Negligible	Moderate	Severe
	Impact		

The categories for impact and likelihood are defined as follows:

IMPACT

- Severe – will have a catastrophic effect on the operation/service delivery. May result in major financial loss (over £100,000) and/or major service disruption (+5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.
- Moderate – will have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Will cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.
- Negligible – where the consequences will not be severe and any associated losses and or financial implications will be low (up to £10,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.

LIKELIHOOD

- Highly likely: very likely to happen
- Possible: likely to happen infrequently
- Unlikely: unlikely to happen.

Phil Camamile

From: Ian Moodie <ian.moodie@ada.org.uk>
Sent: 24 March 2022 16:05
To: Ian Moodie
Subject: Red diesel and flood risk management authorities

Dear ADA Board & Committee Members

Red diesel and flood risk management authorities

Following the Chancellor of the Exchequer's Spring Statement yesterday, Wednesday 23 March 2022, HM Revenue & Customs (HMRC) have today released an [updated Excise Notice 75](#), which explains when rebated diesel or biodiesel can be used in vehicles and other machinery from 1 April 2022.

In the Budget 2020 the government announced that it would remove the entitlement to use red diesel and rebated biodiesel from most sectors from April 2022. ADA has been working hard to seek a practical solution to the future use of red diesel by risk management authorities in watercourse management and water control operations, such as to power pumping stations.

Under [Section 12 of the updated Excise Notice 75](#), it states the following regarding drainage work and flood and coastal erosion management activities:

Ditch clearing and drainage

Ditch clearing and drainage, including work carried out by, or on behalf of a risk management authority (as specified in section 6 of the Flood and Water Management Act 2010), is accepted as a purpose relating to agriculture, horticulture or forestry only if the work you do is intended to benefit land used for agricultural purposes (including horticulture and forestry). This means the purpose of the work must, at least in part, be to avoid agricultural land becoming unfit to grow crops or rear livestock on. Any drainage work or flood and coastal erosion management activities that have no agricultural benefit to the land are not purposes relating to agriculture, even if the work takes place on agricultural land.

The above definition would apply to works or activities (such as pumping) being undertaken directly by a Risk Management Authority or by its contractors.

ADA is grateful to all of those members, MPs, and officials from Defra, HM Treasury and HMRC, who have engaged with ADA to seek greater clarity on this matter. ADA will continue to work with Defra and Risk Management Authorities towards carbon reduction within the flood and water management sector.

Best regards

Ian
Ian Moodie MSci (he/him)
Technical Manager

ADA | Representing drainage, water level & flood risk management authorities

Rural Innovation Centre, Avenue H, Stoneleigh Park, Warwickshire, CV8 2LG

Mobile: 07827 276 125 | Office: 02476 992 889

www.ada.org.uk | [@ADA_updates](https://twitter.com/ADA_updates)

Current working hours: Tuesday to Friday 08.30 – 17.30

Stay informed with ADA

Members can get the latest flood and water level management news and updates in our quarterly magazine and bi-monthly e-newsletter.

Distributed to: Broads (2006) IDB Members

	PAPER COPY PACK REQUESTED	ADA HEALTH, SAFETY & WELFARE MODULES
Henry Alston		YES 02/08/2021
Louis Baugh (Vice Chair)		YES 08/08/2021
Chris Bielby		YES 28/12/2021
Malcolm Bird		
Harry Blathwayt		YES 18/10/2021
Nigel Brennan		YES 12/07/2021
Jon Burton		
Pierre Bütikofer		
Robin Buxton (Chair)	YES	YES 13/07/2021
Tom Cator		YES 25/01/2022
James Chapman	YES	
Jo Copplestone		YES 03/01/2022
Simon Daniels (Vice Chair)		YES 12/07/2021
Marlene Fairhead	YES	YES 12/09/2021
Angie Fitch-Tillett		YES 09/08/2021
Geoffrey Freeman		YES 09/08/2021
Noel Galer		YES 05/08/2021
George Gay		YES 26/11/2021
Pauline Grove-Jones	YES	YES 30/11/2021
Mark Harris	YES	
Michael Jones		YES 18/10/2021
Ken Kelly (H&S Champion)	YES	YES 22/06/2021 (also a NRIDB member)
Brian Lawn		
Gerard Mancini-Boyle		YES 18/10/2021
Leslie Mogford		
Grant Nurden		
Ian Robinson		YES 13/07/2021
Derek Roll	YES	YES 27/07/2021
Fred Sharman	YES	YES 27/11/2021
Nigel Shaw		YES 27/01/2022
Lucy Shires		YES 24/01/2022
Mark Smart		YES 30/11/2021
Tim Strudwick		YES 08/08/2021
John Tallwin		YES 08/08/2021
John Toye		YES 18/10/2021
Adam Varley		YES 11/10/2021
Ed Wharton		YES 06/12/2021
Stephen Wright		YES 10/08/2021

Officers:

Karen Bingham	Senior Business Support Officer
Giles Bloomfield	Project Development Manager
Cathryn Brady	Sustainable Development Manager
Phil Camamile	Chief Executive
Sue Cook	PA to the CEO
Sallyanne Jeffrey	Finance & Rating Manager
Caroline Laburn	Environmental Manager
Kari Nash	Programme Manager
Matthew Philpot	Area Manager (WMA East Anglia)
Phil Semmence	Operations Manager (BIDB)

Broads (2006) IDB
Meeting 16 May 2022