

A MEETING OF THE KING’S LYNN INTERNAL DRAINAGE BOARD WAS HELD IN THE BOARD ROOM, KETTLEWELL HOUSE, AUSTIN FIELDS INDUSTRIAL ESTATE, KING’S LYNN, NORFOLK ON FRIDAY, 13 MARCH 2020 AT 9.30 AM.

Elected Members

- J R Askew
- K Banham
- * Ms S Keene
- * R S Markillie
- * S A R Markillie
- * T Matkin
- * Mr N Padwick
- * M Riddington
- * J Symington
- * A Whitehead

Appointed Members

King’s Lynn & W N B C

- * B Ayres
- * A Bubb
- * C Crofts
- * I Devereux
- * Lord Howard of Rising
- * J Kirk
- * P Kunes
- * B Long
- * Mrs E Nockolds
- * D Whitby

Fenland District Council

D Topgood

- * Present (86%)

Mr B Long in the Chair

In attendance:

Mr C Beaumont (WMA Project Engineer), Ms M Neale (Project Manager) Ms J Nobbs (Senior Sustainable Development Officer), Mr P Camamile (Chief Executive), Miss S Jeffrey (Finance and Rating Manager), Mr R Taylor (Operations Manager), Mrs K Byrne (Business Support Officer) and Ms K Bingham (Business Support Officer)

ID	King’s Lynn IDB, Minute	Action
26/20	APOLOGIES FOR ABSENCE	
26/20/01	Apologies for absence were received on behalf of Messrs J Askew, K Banham and D Topgood.	
27/20	WELCOME AND INTRODUCTIONS	
27/20/01	Mrs Katie Byrne and Ms Karen Bingham were welcomed to their first Board meeting in their role as Business Support Officers for the WMA. Ms Jess Nobbs was also welcomed to her first Board Meeting as the WMAs Senior Sustainable Development Officer.	
28/20	DECLARATIONS OF INTEREST	

ID	King's Lynn IDB, Minute	Action
28/20/01	There were no declarations of interest made, other than those already recorded in the Members' Register of Interests.	
29/20	MINUTES OF THE LAST MEETING	
29/20/01	The minutes of the last Board meeting held on 17 January 2020 were approved and signed as a true record. Arising therefrom:	
30/20	MATTERS ARISING	
30/20/01	Glossary (04/20/03)	
	The Chief Executive confirmed that the glossary of acronyms had been included within the Engineering Report, as requested. RESOLVED that this be noted.	
30/20/02	Wolferton Catchment Flood Risk Management Scheme (1.2) (04/20/04)	
	The Chief Executive apprised the Board that the failed flap valve on the outfall would be replaced when the weather improved. RESOLVED that this be noted.	GH/MN
30/20/03	Licence/Assent/Habitat Regulations Assessment (4.1) (04/20/06)	
	The Chief Executive advised members that the application for a licence to fill-in the old outfall would be submitted to Natural England next month. RESOLVED that this be noted.	CL
30/20/04	Wolferton Catchment Flood Risk Management Scheme (1.2) (05/20/03)	
	The Chief Executive advised members that the new MP for North West Norfolk, James Wild had been contacted to arrange a meeting to discuss some of the projects the Board was involved with. RESOLVED that this be noted.	PJC
30/20/05	Waveney, Lower Yare and Lothingland IDB	
	The Chief Executive advised members that all other WMA Member Boards had agreed to admit the Waveney, Lower Yare and Lothingland IDB at the last round of meetings and the Waveney Board itself had also agreed to join the WMA Group with effect from 1 April 2020. This Board would therefore be joining the WMA Group with effect from 1 April 2020. RESOLVED that this be noted.	
31/20	ENGINEERING AND OPERATIONS REPORT	

ID King's Lynn IDB, Minute	Action
<p>31/20/01 The Engineering and Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p>31/20/02 Maintenance Works</p> <p>The Operations Manager reported that it had been an exceptionally wet period. The table in the report showed the pumped hours year to date, as compared with the same period in the previous year. The high rainfall events had also meant increased labour charges and higher electricity charges.</p>	
<p>31/20/03 Health and Safety (2)</p> <p>The Operations Manager reported that there were no accidents or near misses to report during this reporting period. RESOLVED that this be noted.</p>	
<p>31/20/04 The Board's Health and Safety Consultant, Cope Safety Management had carried out a site safety inspection at Kettlewell House on Wednesday 11 March 2020. There was nothing significant to report.</p>	
<p>31/20/05 The Chairman thanked the Operations Manager and his team for their hard work over the last few weeks.</p>	
<p>31/20/06 The Chief Executive advised members that he had been asked by the Environment Agency and ADA to provide details of additional costs incurred by the Board as a result of having to manage unprecedented rainfall volumes. The Chief Executive explained that in his view it was unlikely that the Board would be reimbursed, but it was certainly worthwhile making a claim, in an attempt to get something back from central government.</p>	<p>PJC</p>
<p>31/20/07 Mr S A R Markillie expressed his concern about Pierrepont pumping station being very close to operating at maximum capacity. It was noted that Pierrepont pumping station was currently in the 5-year capital programme and it was agreed that the Plant & Works Committee should starting looking at its upgrade at the earliest opportunity. RESOLVED that this be noted.</p>	<p>CB</p>
<p>32/20 CAPITAL WORKS</p>	
<p>32/20/01 The Capital Works Programme was considered in detail and approved (a copy of which is filed in the Report book). Arising therefrom:</p>	
<p>32/20/02 Islington Catchment Flood Risk Management Scheme</p> <p>The Project Engineer advised members that the figures for Islington were the same as last time. However the completion date slipped slightly to 31 March 2021. RESOLVED that this be noted.</p>	

ID King's Lynn IDB, Minute	Action
32/20/03 The Marine Management Organisation (MMO) Licence had now been issued and discharged. RESOLVED that this be noted.	
32/20/04 Initial meeting with UKPN major projects has occurred and a feasibility study of the local network is being undertaken to confirm the supply route.	
32/20/05 The Board expressed concern over the state of the road adjacent to the development. Highways were aware and would make sure the road was put right after the pumping station had been completed. RESOLVED that this be noted.	CB
32/20/06 Mrs E Nockolds was impressed with the local community activity in connection with the Islington pumping station project, especially the involvement of the younger generation. It was good to see the local schools getting involved with this programme. It was suggested that representatives from Balfour Beatty could attend the next Board meeting on 15 May 2020 to discuss further. The Project Engineer noted that there would be further press releases to follow as the new pumping station progressed. RESOLVED that this be noted.	CB/MN
32/20/07 Wolferton Pumping Station The Chairman highlighted that the Official Opening of Wolferton Pumping station by Her Majesty The Queen on 5 February 2020 had been a great success. So much positive feedback had been received and the ceremony had boosted morale. A social media frenzy followed with the event being reported far and wide throughout the Commonwealth. RESOLVED that this be noted.	
32/20/08 S A R Markillie expressed his thanks to the Board and to all those involved on a very well organised event.	
32/20/09 The Project Manager advised members that there would be an article in the next ADA gazette. The Wolferton pumping station project had also been entered into a national competition.	
32/20/10 Mr T Bubb asked what the cost of the opening ceremony was. Officers confirmed that the opening ceremony had cost approx. £5k and the total cost of designing and building the new pumping station was approx. £5m. RESOLVED that this be noted.	
33/20 PLANNING REPORT	
33/20/01 The Planning Report (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:	
33/20/02 The Senior Sustainable Development Officer advised members that there were 19 consent applications being processed, 5 were awaiting action. None required the Board's attention today. The Senior	

ID King's Lynn IDB, Minute	Action
<p>Sustainable Development Officer advised that of the 16 enquiries within the report, most required site visits from the team.</p>	
<p>33/20/03 Delegated Consents</p> <p>The schedule of delegated consents determined by the Chief Executives Management Committee was considered in detail and approved.</p>	
<p>33/20/04 Development Charges and Fees</p> <p>The schedule of development charges and fees totalling £13,908.35 that had been invoiced and paid during the reporting period was considered in detail and approved.</p>	
<p>33/20/05 WMA Planning and Byelaw Policy</p> <p>The Senior Sustainable Development Officer explained that the WMA's Planning and Byelaw Strategy had been updated and uploaded to the Board's website. Whilst there had been no material changes to its content, the document had been revised and streamlined to make it more user-friendly and easier to navigate. Good feedback had been received. RESOLVED that this be noted.</p>	
<p>33/20/06 Highways Bridge at Tilney St Lawrence: Hand Railing</p> <p>Mr S A R Markillie expressed concern with reference to the bridge that was in disrepair at Tilney St Lawrence (Case Ref 20_02249_Q). Mr B Ayres explained that the handles on both sides of the bridge were mangled. It was agreed and thereby RESOLVED to write to the County Council and ask them to make the necessary repairs as soon as possible.</p>	CB
34/20 HEALTH, SAFETY AND WELFARE PERFORMANCE	
<p>34/20/01 The Health, Safety and Welfare Performance for 2019/20 (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p>	
<p>34/20/02 The Chairman asked the Board if they would like any further training on health, safety and welfare issues, which had been identified by the Board's Health & Safety Officer as a weakness, when measured against ADAs recommendations. It was agreed and thereby RESOLVED not to have any further training on health, safety and welfare matters at this time.</p>	
<p>34/20/03 It was noted that the Board did not have a separate Health & Safety Committee, unlike some other Boards, with responsibility for reviewing and monitoring compliance with health, safety and welfare vesting with the Board's Plant & Works Committee. It was agreed and thereby RESOLVED that these arrangements should continue and be subject to triennial review.</p>	

35/20 SCHEDULE OF PAID ACCOUNTS

35/20/01 The Schedule of Paid Accounts for the period 1 January 2020 to 31 January 2020 totalling £231,619.93, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matter arising.

36/20 FINANCIAL REPORT

36/20/01 The Financial Report for the period 1 April 2019 to 31 January 2020, (a copy of which is filed in the Report Book), was considered in detail and approved. There were no matters arising.

37/20 MATERIAL CHANGES TO THE RISK REGISTER

37/20/01 The risk register for those risks with a risk assessment matrix score of ≥ 6 , together with the risk assessment matrix (a copy of which is filed in the Report Book) was considered in detail and approved. There were no material changes to the risk register requested.

38/20 DATE OF NEXT MEETING

38/20/01 The next meeting of the Board was confirmed to be on 15 May 2020 at 9:30 am here at Kettlewell House in King's Lynn.

39/20 ANY OTHER BUSINESS

39/20/01 The Board were informed by the Chief Executive that a Plant and Works Committee meeting was needed to discuss the future of the former Gravel bank pumping station. It was agreed and thereby RESOLVED to arrange a meeting of the Plant & Works Committee to discuss this on 29 April 2020 at 9.30 am here at Kettlewell House.

Post Meeting Note:

This meeting has now been postponed in light of the Covid-19 situation.

40/20 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN

40/20/01 There were no members of the public present at today's meeting.

41/20 CONSORTIUM MATTERS

41/20/01 Issues for discussion at the next CMC Meeting

There were no specific items raised for discussion at the next Consortium Management Committee (CMC) meeting on 27 March 2020. Should members wish to raise any item to be discussed at the next meeting, they should contact any of the Board's representatives, or the Chief Executive directly: members were reminded that the Board's representatives on the CMC were Brian Long, Tim Matkin and Lord Howard of Rising. RESOLVED that this be noted.

42/20 CONFIDENTIAL BUSINESS

42/20/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960.

MAINTENANCE WORKS

Busy winter for pumping stations

Although this part of the country has got off lightly compared to other areas, we still have had a prolonged spell of wet weather. As we take monthly pump hour readings at all of our stations I thought you may be interested to see how the readings for the period September to February this winter compares to the same period last year.

PUMP HOURS

	09/18-02/19	09/19-02/20
GREENBANK	155	1338
ISLINGTON	362	1411
PIERREPOINT	2108	4915
EAU BRINK	4	570
CRABBS ABBEY	13	405
WALTHAM FARM	0	242
INGLEBOROUGH	1	211
CHURCH FARM	179	591
MIDDLETON STOP	449	1608
SEABANK	11	80
NORTH LYNN	0	7
NORTH WOOTTON	288	823

Another problem caused by the large volumes of water has been a large number of slips to deal with. We have repaired some that we can get to but are waiting for drier conditions to get to others.

The two named storms also caused large problems with blown trees and limbs blocking watercourses in particular a large sycamore that had fallen into the Gaywood River hitting the bridge near Highgate infant school.

HEALTH & SAFETY

ACCIDENTS AND NEAR MISSES

There have been no accidents or near misses during this reporting period.

Cope safety management who advise us on Health & Safety matters will be carrying out a site safety inspection on Wednesday, 11th March 2020.

ENGINEERING & OPERATIONS REPORT

1 CAPITAL WORKS

1.1 ISLINGTON CATCHMENT FLOOD RISK MANAGEMENT SCHEME

Commercial

Total build contract value of **£23,084,938.45**

Additional value of agreed Compensation Events to date £8,366

Current programmed completion 31 March 2021

Construction

Installation of the permanent ground anchors and lower hydraulic support frame have been installed. Excavation of the main pumping station cofferdam is virtually complete. Draining of the formation level now underway in readiness for testing prior to commencing the reinforced concrete base construction.



Main excavation showing temporary support frames



View of Cofferdam from west (intake)

Design

Main pumping station detail design is ongoing. The above ground structure layout now complete including structural steel framed building.



Bedford Pumps have commenced their detailed design of the pumps and the concrete encasement design is complete.

Final specification of the MCC/Pump Control Panel design agreed between RHDHV, KLIDB & Paktronic. Supply and install quotations being updated prior to placing an order with a chosen manufacturer.

Base slab reinforced concrete details including the inlet slab have been issued. Sheet piling details for outfall structure are being modified due to having to move the location of the chamber, the associated pipework drawings are also being modified.

Stoplog outline design has been completed and is currently with supply chain for pricing and detailed design

Initial meeting with UKPN major projects has occurred and a feasibility study of the local network is being undertaken to confirm supply route.

Permitry

Marine Management Organisation (MMO) Licence requires completion to allow temporary works to outfall chamber to be commence environmental mitigation report has been supplied

Environmental Permit required – this is to be updated with current drawings once revised Discharge licence is not required for the new pumping station – this has been formally confirmed

A section 50 licence has been applied for placement of privately owned services under the highway (discharge pipes)

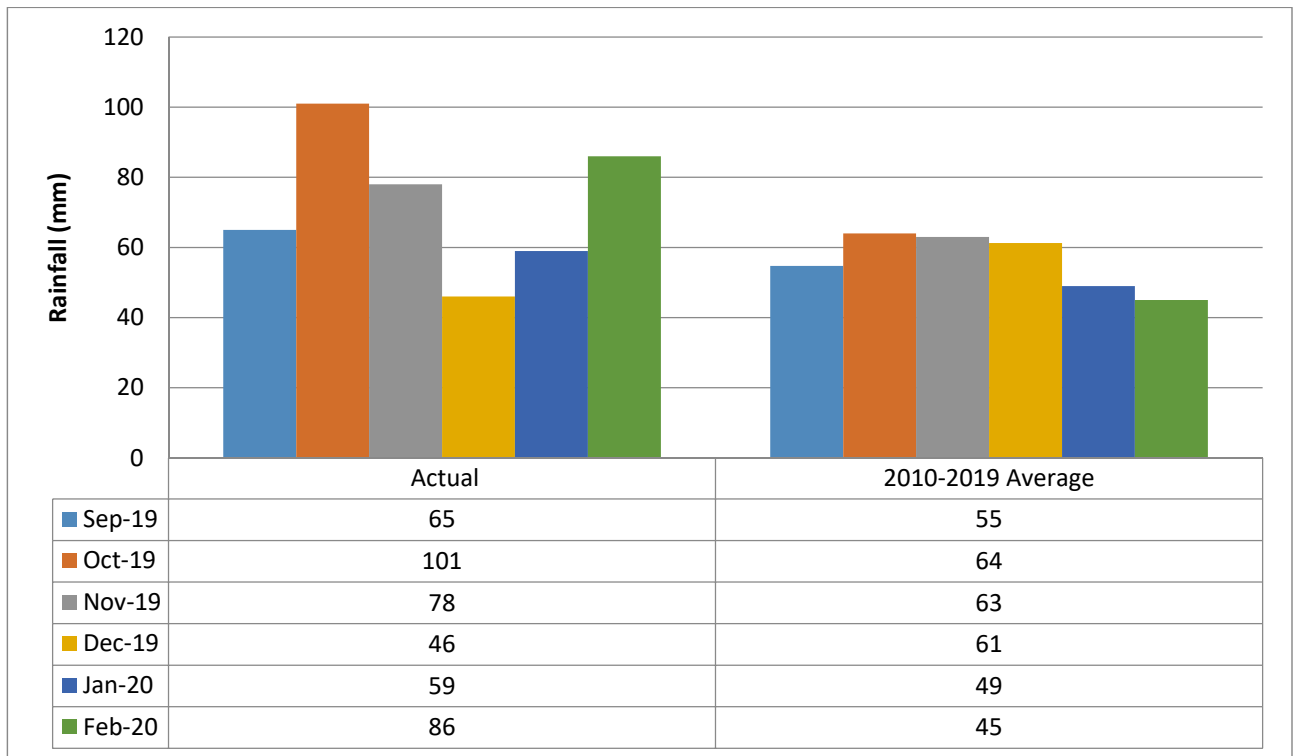
Partnering / Social Value

Recent and planned events:-

Community activity in February 2020	<ul style="list-style-type: none"> ➤ Ongoing Mock Interviews for Construction students at CoWA with JCP and ASK Apprenticeships – Throughout February ➤ Debut on 'Next Door' – Now posting about the project on this local site with very positive feedback ➤ 1st meeting with Downham Market Academy as Enterprise Advisor (1st one to be appointed in West Norfolk), 5/2 ➤ Time to Talk Mental Wellbeing presentation – 6/2 ➤ Mock interviews at Nova Training, Dereham with JobCentrePlus ➤ 3rd work experience student from CoWA and 1 day/week given to former work experience student – 13/2 ➤ Construction Forum at HMP Highpoint 13/2 ➤ Meeting with West Suffolk College – 14/2 ➤ Meeting with DWP regarding Mentoring Circles and other support 14/2 ➤ Construction presentation / Careers presentation to Construction students at ACE Project 24/2 ➤ British Heart Foundation Seminar -26/2
Community activity planned for March 2020	<ul style="list-style-type: none"> ➤ Downham Market Academy, Linking Curriculum to Careers, 02/03 ➤ Roseberry SSSfN, Careers Carousel 02/03 ➤ King's Lynn Food Bank 05/03 ➤ Pinetree School, 11/03 ➤ Rosebery SSSfN Mock Interviews Yr10, 13/03 ➤ Reepham Academy Employability Sessions, 16/03 ➤ Construction Day with ACE-Project & College of West Anglia, 17/03 ➤ Armed Forces Steering Group, 18/3 ➤ Swan Project - Presentation to Yr9 girls on Construction, roles and pathways/soft skills – Morning session, 20/3 ➤ DWP Mentoring Circle – Jobs4Norfolk initiative for 16-24 year olds, 24/3 & 30/3 ➤ Downham Market Academy Compass Overview, 25/3 ➤ Prostate Cancer UK, Awareness Talk, 25/3 ➤ Construction/Apprenticeship presentation to King's Lynn Academy, TBC ➤ 2nd CCS Visit – Date TBC
Future community activity	<ul style="list-style-type: none"> ➤ Armed Forces Careers Event, 30/4 ➤ Old Buckenham High School, Employer Engagement Event, 05/05 ➤ Big Bang STEM Event, Mildenhall Academy, 10/07 ➤ Careers / Science Event ICENI Academy, 16/7
Glossary	<ul style="list-style-type: none"> ➤ CoWA – College of West Anglia ➤ JCP – Job Centre Plus ➤ ASK – Ask Amazing Apprenticeships ➤ Nova Training – An organisation based in Dereham to train young people ➤ LEP – Local Enterprise Partnership – we work with New Anglia LEP ➤ SSSfN – Short Stay School for Norfolk (usually if students have been expelled from another school) ➤ STEM – Stands for Science Technology Engineering & Maths ➤ DWP – Department of Work & Pensions ➤ ACE – Action Community Project

2.0 RAINFALL

Accurate monthly rainfall, with an average comparison, figures taken at Pierrepont Pumping Station.



**Wolferton Pumping Station
Official Opening
By Her Majesty The Queen**



It goes without saying that the event held on Wednesday 5th February 2020 went extremely well and it was a day that everyone involved was very honoured to be part of. The KLDB made the headlines of national and local newspapers, magazines, the ITV News and various social media platforms. Officers have received thanks from the Guests who were very grateful to be part of the day which has made history for the Board. Thanks has been received from HM The Queen and her staff which is attached in the report. We have some amazing photographs, here are a select few.













Well done everyone!!



SANDRINGHAM HOUSE

5th February, 2020.

Dear Mr. Long,

The Queen has asked me to thank you for your support in making Her Majesty's visit to open the new Wolferton Pumping Station this morning a success.

It was a wonderful opportunity for The Queen to visit the site over 70 years after King George VI opened the original Station, and Her Majesty particularly appreciated the chance to meet so many contractors, engineers and staff, and thoroughly enjoyed the tour.

The Queen is very aware of the organisational effort that was required in advance, and sends her thanks to all those involved, and in particular to Philip Camamile, Gary Howe and Melanie Neale. Her Majesty was also most grateful for the photograph of King George VI that was gifted.

This letter comes to you, and all those at the King's Lynn Drainage Board, with The Queen's renewed thanks and warm good wishes.

Yours sincerely,

Matt Magee

Matt Magee
Assistant Private Secretary to The Queen

Brian Long, Esq.

Planning Report

1. Summary Of Activity in Reporting Period

This planning report covers the reporting period 7 January 2020 to 28 February 2020. There are currently 19 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):	2
Byelaw 3 (B3) – Discharge of Surface Water (SW):	4
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	5
Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse:	8
Total:	19

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:	1	2	3	6	12
Awaiting applicants acceptance of conditions:	0	2	0	0	2
Being processed by officers:	1	0	2	2	5
To be determined by the Board in this report:	0	0	0	0	0
Total:	2	4	5	8	19

As is highlighted by the table immediately above there are no applications requiring consideration by the Board in this report.

2. Delegated Consents Determined

During this reporting period, the following 7 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):	1
Byelaw 3 (B3) – Discharge of Surface Water (SW):	2
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:	2
Total:	7

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
19_01858_C	Byelaw 3 Surface Water	West Walton	Lynn Road	Discharge of surface water from an impermeable area of 7663m ² at a rate of 5 l/s	Granted 24/01/2020
20_02110_C	Byelaw 3 Treated Foul Water	West Walton	Bellamy's Lane	Discharge of treated foul water	Granted 10/02/2020
20_02186_C	Byelaw 10	West Walton	Bellamy's Lane	Installation of outfall within 9 metres of Adopted Watercourse	Granted 10/02/2020
19_01975_C	Section 23, LDA 1991	West Walton	Common Road	Culverting of 135 metres of unadopted (riparian) watercourse	Granted 04/02/2020
19_02059_C	Byelaw 10	Wisbech	Meadowgate Lane	Erection of field gate and fencing within 9 metres of Adopted Watercourse	Granted 04/02/2020
20_02147_C	Byelaw 3 Surface Water	Walton Highway	Paul's Road South	Discharge of surface water from an impermeable area of 96m ² at a rate of 1.45 l/s	Granted 11/02/2020
20_02176_C	Section 23, LDA 1991	West Walton	Lynn Road	Infilling 182 metres of unadopted (riparian) watercourse and culverting 210 metre unadopted (riparian) watercourse	Granted 25/02/2020

3. Enquiries

Officers have responded to 16 enquires during the reporting period, outlined below;

Case. Ref.	Enquiry Type	Parish	Description
19_01908_Q	Works	Sutton Bridge	Enquiry re. Flood modelling
19_02029_Q	Works	Walpole Cross Keys	Enquiry re. Removal of temporary culvert
19_02070_Q	Works	Bawsey	Enquiry re. Land Drainage Consent
20_02093_Q	Regulation	Walpole Cross Keys	Enquiry re. Oily residue in watercourse
20_02120_Q	Regulation	Walton Highway	Enquiry re. Land Drainage Consent
20_02127_Q	Regulation	Clenchwarton	Enquiry re. Land Drainage Consent
20_02159_Q	Regulation	Heacham	Enquiry re. Ownership of watercourse
20_02194_Q	Regulation	Wisbech	Enquiry re. Land Drainage Consent
20_02195_Q	Regulation	Clenchwarton	Enquiry re. Land Drainage Consent
20_02207_Q	Works	King's Lynn	Enquiry re. Land Drainage Consent
20_02214_Q	Infrastructure	Tilney St Lawrence	Enquiry re. Culvert in disrepair
20_02215_Q	Infrastructure	Terrington St Clement	Enquiry re. Culvert in disrepair
20_02216_Q	Infrastructure	Walpole Highway	Enquiry re. Culvert in disrepair
20_02217_Q	Infrastructure	Marshland St. James	Enquiry re. Culvert in disrepair
20_02249_Q	Infrastructure	Tilney St Lawrence	Enquiry re. Bridge in disrepair
20_02250_Q	Works	Tilney All Saints	Enquiry re. Land Drainage Consent

4. Planning Comments

Officers have provided comments on 15 applications that are either in or could impact on the Boards Internal Drainage District. 5 of these applications are for major developments and are summarised below;

Planning App. Ref.	Parish	Stage of Planning	Description
15/01499/DISC_A	Terrington St John	Discharge of Conditions	Residential development up to 2.07 hectares
20/00068/FM	Walpole	Full	Residential development of 19 dwellings
F/YR20/0054/O	Wisbech	Outline	Residential development of 10 dwellings
19/01112/RMM	Grimston	Reserved Matters	Residential development of 18 dwellings
17/01649/DISC_A	Terrington St Clement	Discharge of Conditions	Residential development of 10 dwellings

5. Fees Associated with Consents Granted

There have been 1 Surface Water Development Contribution fee invoiced during the reporting period. This fee is detailed below and is currently unpaid.

Case ref.	Site	Amount (no VAT)	Date invoiced	Reason for payment
19_01858_C	Wisbech Road, Outwell	£13,908.35	24/01/2020	Discharge of surface water from an impermeable area of 7663m ² at a rate of 5 l/s
Total:		£ 13,908.35		

6. WMA Planning and Byelaw Policy

To aid effective engagement with Local Planning Authorities, the WMA's Planning and Byelaw Strategy has been updated. While there have been no material changes to the content of the document (adopted by this Board in May 2019), the document has been revised to make it more user friendly and easier to navigate. The document can be accessed via the development pages of the Board's website (<https://www.wlma.org.uk/kings-lynn-idb/development/>).

Cathryn Brady – Sustainable Development Manager

King's Lynn Internal Drainage Board

Health, Safety and Welfare – Performance Review

	Issue	ADA's Advice/Recommendation	IDB Assurance/Action for Improvement
1.	Governance and leadership	<p>The majority of Boards reported that their day-to-day managers had received HS&W training. However, there are still opportunities to ensure that a greater number of Board Members receive H,S&W training. Behavior around HSW are about leadership. It is recommended that all IDBs initially focus on this area. Virtually all IDBs reported that they have an H,S&W policy, and all IDBs should review their policy to ensure that it is being fully implemented, or to see if the policy needs updating. Boards should ensure that HS&W is a standing item for discussion at every Board Meeting, including short HS&W briefings for Board Members.</p>	<p>Gary Howe, the Project Manager/ Health and Safety Officer has the National Examination Board in Occupational Safety and Health Certificate (NEBOSH). Rob Taylor, the Operations Manager/Health & Safety Supervisor has achieved the Institution of Occupational Safety and Health, Managing Safely Certificate. The Board has an annually reviewed Health Safety and Welfare Policy that is displayed in the Office foyer and both Depots (attached for the Board's approval). A short Accident and Near Miss report is produced for every Board Report. We do seem to be weak in the area of Near Miss reporting, also there has been very little in the way of Health and Safety training for the Board Members.</p>
2.	Ensuring competence	<p>We are pleased to note that nearly two thirds of responding Boards reported that they carry out tests to ensure that their employees are competent to undertake their work safely. Boards should ensure that all IDB operatives are tested and licensed for their competency to operate plant and equipment in connection with their jobs.</p>	<p>Operatives are subject to the National Plant Operators Registration Scheme (NPORS). Competency is reviewed on renewal and reported to NPORS before renewal. This however is under review and we are looking into the Construction Plant Competency Scheme (CPCS) operated by the Construction Industry Training Board (CITB). This scheme is much more recognised nationally.</p>
3.	Recording accidents and near misses	<p>Several Boards reported that they do not hold sufficient records of accidents or near miss events, and lack a proper documented process for recording accidents. It is strongly recommended that Boards have distinct policies for recording accidents, incidents and near misses. This should note that all data is reviewed by the Board and that lessons learned are fed back into the updating of risk assessments potentially as hazard mitigation measures. All</p>	<p>All accidents are recorded in the Accident Book, one of which is held by the Operations Manager who's duty it is to record all accidents and if necessary to report to HSE through the Reporting of Injuries, Diseases</p>

King's Lynn Internal Drainage Board Health, Safety and Welfare – Performance Review

		staff and contractors should be duty-bound to report accidents, incidents and near misses.	and Dangerous Occurrences Regulations (RIDDOR) online system.
4.	Quality of advice	Review the provision of HS&W advice so that Board Members, managers and staff receive the proper and correct advice in line with their functions.	Advice is requested as required using our Health and Safety Consultant, as and when required.
5.	Welfare facilities	Ensure that all staff and operatives have access to appropriate toilet and mess facilities when working away from base office / depot.	This an ongoing problem as we have a very mobile workforce, however, being mobile has its advantages as there is the opportunity to visit the many public facilities dotted around the villages that we cover. It is however more of a problem during the regular maintenance season when the Operators are out on the machines. We are looking into the best way to deal with this.
6.	Routine training	Plan and provide regular HS&W training updates to all staff and operatives, especially following accidents or incidents.	All training is dealt with by regular tool-box talks especially after any incidents. At this point any alterations required to the Risk Assessments and Method Statements (RAMS) are carried out if required and are always reviewed.
7.	Health surveillance	Implement regular health screening for all staff and operatives.	This is a tricky area as it can be quite invasive so creating resistance among the workforce. It can be very difficult to persuade them that it is for their benefit. This is ongoing for us but has been trialled by the Eastern Boards with varying success.
8.	Capacity	Ensure that the IDB has the suitability qualified resource and capacity to undertake their functions safely. In doing so, the IDB should review the opportunities for closer working with their neighboring IDBs to achieve best practice outcomes.	Efforts are ongoing to implement common Risk Assessments and Method Statements (RAMS) across all Boards in the group, however due to different work methods between the Eastern Boards and Fen Boards this is proving difficult. Our H&S Consultants have been tasked with this and it is ongoing
9.	Risk assessment	Ensure that risk assessments are undertaken for the IDBs activities.	We have a full suite of risk assessments and regular reviews of the same with our Health and Safety

**King's Lynn Internal Drainage Board
Health, Safety and Welfare – Performance Review**

			consultant, as well as a yearly review by the Operations Manager.
10.	Toolbox Talks & Training	Plan and deliver programs that provide information, instruction training and supervision for hazardous activities highlighted in risk assessments.	All operations considered hazardous are dealt with by Tool-Box Talks delivered by the Operations Manager assisted by the Works Supervisor. These need to be documented.
11.	Machinery inspection	Ensure that the IDB has a documented program of routine machinery inspection.	The Operators have a weekly plant sheet that has a section for reporting any faults etc. This is reviewed weekly by the Operations Manager during his cost coding of the same. Any faults are then rectified either by the dealer for the plant or in-house by our mechanic, or in the case of minor issues like bulbs etc by the operator.

G HOWE
HEALTH & SAFETY OFFICER

Health and Safety Policy Statement

1 September 2019

Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors, and agency staff working on our behalf. In addition we will seek to ensure the work that we carry out does not affect the health and safety of others, e.g. our customers, visitors and members of the public.

We will achieve this policy, in part, by:

1. Appointing competent Managers who are responsible for health and safety in their respective areas;
2. Ensuring that adequate resources and sufficient financial arrangements are in place to control health and safety risks arising from our work activities;
3. Consulting with all our employees on matters affecting their health and safety and providing information, instruction, training and supervision, as appropriate;
4. Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives;
5. Monitoring and reviewing the health, safety and welfare arrangements we have put in place at least every twelve months to determine their continued effectiveness;
6. Setting goals and following action plans to ensure continuous improvement in health and safety performance; and
7. Promoting a positive health and safety culture within our organisation, e.g. with Managers leading by example.

This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically.

I look forward to your full co-operation and support.



..... **Chief Executive**
Mr. P. J. Camamile

King's Lynn IDB

Schedule of Paid Accounts

Payment Date From : 01/01/2020

Payment Date To : 31/01/2020

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AN0100	Anglia Farmers Ltd	Electricity	32,862.09
AN0102	Anglian Water Business Ltd	Water Rates	56.47
AR0001	Allstar Arval	Fuel	1,039.78
AS0120	Richard Askew Agricultural Supplies	Spares & Repairs	728.98
BA0003	24 Hour Bailiffs Ltd	Bailiff - Removal Notice	594.00
BO0001	Borough Council of King's Lynn &	Pierrepoint Rates	226.00
BT0270	BT	Phone/Broadband	484.68
CA0320	Carter Haulage & Storage Ltd	Excavator Moves	270.00
CO0002	Cover-Up	PPE	408.00
CR0380	King's Lynn Auto Electrical Ltd	Electrical Parts	402.29
DI0002	Diverse Contracting Services	Repairs	300.00
DO0004	John W Doubleday	Spares & Repairs	27.00
ED0505	Edmundson Electrical Ltd	Electrical Parts	20.40
EM0001	EMG Anglia Ltd	Service/MOT	1,612.02
EON001	E.ON	Electricity	16.40
FU0001	The Fuel Store Ltd	Fuel	3.60
GEO002	Mick George Ltd	Gravel Rejects	281.03
IN0001	Inland Revenue	Paye & Nic	9,050.55
JO1060	A T Johnson	Spares	49.60
MA0001	Marshall Ford DD	Ford Lease	2,880.75
MA0007	Marine Management Organisation	MM0410 & MMO440 Band 3	1,067.50
MA0008	B W Mack (Machinery) Ltd	Parts/Servicing + Claas Arion	103,573.83
MA1310	Mastenbroek Ltd	Herder Mowing Bucket	9,720.00
ME0002	Meteor Communications	Camera System	3,712.56
MO0003	Moulam & Horn	Grass Seed	188.27
MU0001	Murley Agricultural Supplies Ltd	Service Contract	436.00
NO0001	Norfolk Pension Fund	Pension Contributions	8,921.75
OR1550	Oriel Systems Ltd	Telemetry Maintenance	19,517.04
PBA001	Stantec UK Limited	Capital Works	825.72
PP0001	PPG Architectural Coatings UK Ltd	Paint	385.48
RA0003	E Rand & Sons Ltd	Plant Repair	1,358.09
SO0001	South Holland IDB	Rechargeable Works	333.73
ST0002	Stapleton's (Tyre Services) Ltd	Tyres/Puncture Repairs	309.60
TH2030	Thurlow Nunn Standen Ltd	Plant Servicing/Parts	3,888.96
TI2050	Timber Services Ltd	Materials	2,439.02
TY0001	Tyres (King's Lynn) Ltd	Puncture Repair	9.00
VJ2250	V & J Knitwear Ltd	Protective Clothing	30.90
VO0001	Vodafone Ltd	Mobile Phone	364.08
WA0001	Watson Petroleum	Gas Oil	4,846.23
WA2310	Water Management Alliance	Rechargeable Works	17,317.73
WA2320	Watling JCB Ltd (Wymondham)	Service/Repairs	1,060.80

Please note that the amounts shown above include Vat £ 231,619.93

From: 01 April 2019
 To: 31 January 2020

 Period: 10
 Year Ending: 31 March 2020

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	322,328	322,328	0	322,328	322,328	0
1	Special Levies issued by the Board	1,960,429	1,960,429	0	1,960,429	1,960,429	0
	Grants Applied	2,733,333	2,359,510	-373,823	3,280,000	3,280,000	0
	Rental Income	292	11,427	11,135	350	11,423	11,073
2	Highland Water Contributions	46,389	63,480	17,091	46,389	63,480	17,091
	Income from Rechargeable Works	2,500	186,376	183,876	3,000	186,376	183,376
	Investment Interest	76,667	103,924	27,257	92,000	110,000	18,000
	Development Contributions	0	138,447	138,447	0	108,137	108,137
4	Other Income	236,178	260,703	24,525	283,414	323,356	39,942
	Total Income	£5,378,115	£5,406,624	£28,508	£5,987,910	£6,365,529	£377,619
<u>Less Expenditure:</u>							
5	Capital Works	8,150,329	4,898,134	3,252,195	9,780,395	8,430,395	1,350,000
6	Environment Agency Precept	171,540	170,572	968	171,540	170,572	968
7	Maintenance Works	1,082,151	1,136,917	-54,766	1,323,580	1,279,249	44,331
	Development Expenditure	5,000	15,664	-10,664	6,000	18,664	-12,664
	Interest Payments	238,913	286,696	-47,783	286,696	286,696	0
8	Administration Charges	322,291	263,630	58,661	353,076	345,797	7,279
	Cost of Rechargeable Works	0	135,300	-135,300	0	178,876	-178,876
3	Net Deficit/(Surplus) on Operating Accounts	0	-5,245	5,245	0	0	0
	Total Expenditure	£9,970,225	£6,901,669	£3,068,556	£11,921,287	£10,710,249	£1,211,038
	Profit/(Loss) on disposal of Fixed Assets	£0	-2,561	-£2,561	£0	-£2,561	-£2,561
9	Net Surplus/(Deficit)	-£4,592,109	-£1,497,607	£3,094,503	-£5,933,377	-£4,347,281	£1,586,096

From: 01 April 2019
 To: 31 January 2020

 Period: 10
 Year Ending: 31 March 2020

Notes	Balance Sheet as at 31-1-2020	Opening Balance £	Movement This Year £	Closing Balance £
10	Fixed Assets:			
	Land and Buildings	672,098	-6,643	665,454
	Plant and Equipment	978,424	-20,551	957,872
	Pumping Stations	88,848	-74,040	14,808
	Shared Consortium Assets	0	0	0
		1,739,369	-101,234	1,638,135
	Current Assets:			
11	Bank Account	72,100	39,469	111,569
	Stock	7,712	-243	7,469
12	Trade Debtors	105,803	105,894	211,697
13	Work in Progress	0	0	0
14	Term Deposits	12,000,000	-1,500,000	10,500,000
15,16	Drainage Rates and Special Levies Due	7,635	9,451	17,086
17	Prepayments	0	9,072	9,072
	Prepayments to WMA	10,268	75,329	85,597
	Accrued Interest	0	0	0
	VAT Due	292,064	626,383	918,447
18	Grants Due	1,434,000	0	1,434,000
		13,929,582	-634,645	13,294,937
	Less Current Liabilities:			
	Trade Creditors	9,193	7,950	17,142
	Accruals	250	0	250
	Payroll Controls	0	0	0
	Finance Leases	0	0	0
	Receipts Paid in Advance	277	-277	0
	Loans due in less than one year	93,395	-93,395	0
		103,115	-85,722	17,392
	Net Current Assets	13,826,467	-548,923	13,277,545
	Less Long Term Liabilities:			
25	Pension Liability	3,614,000	117,000	3,731,000
	Loans due in more than one year	9,815,860	0	9,815,860
		13,429,860	117,000	13,546,860
	Net Assets	£2,135,977	-£767,157	£1,368,819
19	Reserves:			
	Earmarked			
20	General Reserve	365,454	-1,497,607	-1,132,152
21	Development Reserve	1,187,343	0	1,187,343
22	Capital Works Reserve	0	0	0
23	Plant Reserve	2,821,148	0	2,821,148
18	Grants Reserve	961,330	920,490	1,881,820
		5,335,276	-577,117	4,758,159
	Non-Distributable			
24	Revaluation Reserve	415,700	-74,040	341,660
25	Pension Reserve	-3,614,000	-117,000	-3,731,000
		-3,198,300	-191,040	-3,389,340
	Total Reserves	£2,136,976	-£768,157	£1,368,819

 P J CAMAMILE MA FCIS
 CHIEF EXECUTIVE

 S JEFFREY BSc (Hons) FCCA
 FINANCE & RATING MANAGER

From: 01 April 2019
 To: 31 January 2020

Period: 10
 Year Ending: 31 March 2020

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>
Borough of King's Lynn & West Norfolk	1,851,019	1,851,019
Fenland District Council	85,665	85,665
South Holland District Council	23,745	23,745
	<u>1,960,429</u>	<u>1,960,429</u>

- 2 The Highland Water Claim for 2019/20 is due to be paid by the Environment Agency (EA) to the Board each September, following the changes made to the timetable in 2015 (previously the payment was made in two installments - one in May and one in December). This has been paid in full.

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Operations Account	0	2,629
Mobile Plant Operations Account	0	-7,874
	<u>0</u>	<u>-5,245</u>

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. These Reports are scrutinised by the Board's Plant and Works Committee every year.

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

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Shared Income from WMA	233,678	259,876
Summons Costs	833	0
East Wash Coastal Management CIC Administration Fee	417	500
Sundry Income	1,250	327
	<u>236,178</u>	<u>260,703</u>

- 5 The cost of each capital scheme is approved by the Board annually and detailed on the schedule of capital works, as managed by the Planning/Enforcement Officer, which can be made available to members on request. This Report is also scrutinised by the Board's Plant and Works Committee every year.

- 6 The EA Precept due for 2019/20 is slightly less than we originally estimated. It is payable in two halves on 31st May and 30th November. This has been paid in full.

- 7 The detailed maintenance operations in each sub catchment are 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. The summarised analysis of expenditure is as follows:

	<u>Y-T-D Budget</u>	<u>Y-T-D Actual</u>
Labour Charges	400,743	432,946
Plant Charges	215,901	233,251
Materials	14,582	15,754
Contractors	17,380	18,777
Electricity	97,660	105,508
Pumping Station Insurances	28,666	30,970
Telemetry	18,359	19,834
Heating Fuel	9,885	10,679
Pumping Station Depreciation	0	0
Direct Works	803,176	867,718
Technical Support Staff Costs	268,280	260,223
Other Technical Support Costs	2,500	2,687
Biodiversity Action Plan Costs	8,195	6,290
Contingency	0	0
Annual Asset Reinstatement Provision	0	0
Maintenance Works	1,082,151	1,136,917

- 8 Administration charges reflect the Board's share of consortium expenditure (excluding the technical support costs, which are included in the maintenance works expenditure). Detailed 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>
Administration Staff Costs	106,449	83,264
Other Administration Costs	205,865	171,978
Sundry Expenses	1,250	0
Pension Pay Strain 2019/20	0	0
Drainage Rates AV Increases/(Decreases)	0	104
Kettlewell House Depreciation	6,643	6,643
Sundry Debtors written off	0	0
Settlement Discount	2,083	1,641
	<u>322,291</u>	<u>263,630</u>

- 9 The Board has planned to increase/(reduce) balances by financing expenditure from the following reserves:

	<u>Budget</u>
PWLB	-5,587,091
General Reserve	-346,286
	<u>-5,933,377</u>

From: 01 April 2019
 To: 31 January 2020

Period: 10
 Year Ending: 31 March 2020

Note Notes to the Accounts

- 10 The movement in Fixed Assets is detailed in the Fixed Assets Register for 2019/20, which can be made available to members on request.

	Land and Buildings	Plant and Equipment	Pumping Stations	Total
Cost				
Opening Balance b/fwd	1,183,743	1,810,586	888,480	3,882,809
(+) Additions	0	230,342	0	230,342
(-) Disposals	0	-219,675	0	-219,675
Closing Balance c/fwd	1,183,743	1,821,253	888,480	3,893,476
Depreciation				
Opening Balance b/fwd	511,645	832,162	799,632	2,143,440
(+) Depreciation Charge for year	6,643	165,209	74,040	245,892
(-) Accumulated depreciation written out on disposal	0	-133,991	0	-133,991
Closing Balance c/fwd	518,289	863,380	873,672	2,255,341
Net Book Value as at 31-3-2019	672,098	978,424	88,848	1,739,369
Net Book Value as at 31-1-2020	665,454	957,872	14,808	1,638,135

The Board also share 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.

- 11 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:

	2018/19	2019/20
Opening Balance as at 1-4-2019 b/fwd	9,463,622	72,100
(+) Receipts	9,305,333	11,510,814
(-) Payments	-18,696,855	-11,471,345
(=) Closing Balance as at 31-1-2020 c/fwd	72,100	111,569
Balance on Statement as at 31-1	128,471	111,569
Less: Unpresented Payments	-56,371	0
Add: Unpresented Receipts	0	0
Closing Balance as at 31-1-2020 c/fwd	72,100	111,569

- 12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	19,805	4
>30 days and <=60 days	0	0
>60 days and <=90 days (EA Grass Cutting Works £22k paid Feb)	107,936	1
>90 days	83,956	2
	211,697	7
>90 days	Amount	Inv. Date Originator
Foster Property Developments	19,313	12/12/2018 Sustainable Development Manager - This was raised prior to our new consenting policy. Development has yet to be approved by the FDC.
Lovell Partnerships Ltd	64,643	14/12/2017 Sustainable Development Manager - The Memorandum of Agreement has now been agreed and counter-signed
	83,956	

- 13 Work In Progress (WIP) is currently made up of the following jobs:

Customer	Amount	Est'd Completion Date	Budget Holder
	0		
	0		

- 14 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Interest Rate
Monmouthshire Building Society	1,000,000	02/08/2019	28/02/2020	1.06%
Cambridge Building Society	1,000,000	26/07/2019	30/04/2020	1.10%
Newcastle Building Society	1,000,000	14/06/2019	15/06/2020	1.60%
Furness Building Society	1,000,000	02/08/2019	03/08/2020	1.35%
Chorley Building Society	1,000,000	05/08/2019	04/08/2020	1.35%
Skipton Building Society	1,000,000	05/08/2019	05/08/2020	0.95%
Saffron Building Society	1,000,000	05/08/2019	05/08/2020	1.10%
Dudley Building Society	1,000,000	05/08/2019	05/08/2020	1.20%
Hinckley & Rugby Building Society	1,000,000	29/08/2019	28/08/2020	1.25%
National Counties Building Society	1,000,000	30/08/2019	28/08/2020	1.25%
Vernon Building Society	500,000	13/12/2019	15/05/2020	0.88%
	10,500,000			

- 15 Special Levies are paid by Constituent Councils in two halves on 1 May and 1 November.

From: 01 April 2019
 To: 31 January 2020

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Note Notes to the Accounts

- 16 Drainage Rates are paid by occupiers of agricultural land and/or buildings. There are currently 92 Ratepayers that have not paid their Drainage Rates for 2019/20, as compared to 109 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	<u>2018/19</u>	<u>2019/20</u>
Arrears b/fwd	28,148	7,580
Drainage Rates for the year	316,022	322,332
Special Levies for the year	1,918,285	1,960,428
Payments Received	-2,273,296	-2,304,383
Settlement Discount	-1,313	-1,641
Returned/(Represented) amounts	451	467
Value /(Decreases)	-18,849	-8,681
Value Increases	16,333	6,847
New Assessments	2,516	1,834
Irrecoverables and write offs	-4,500	-377
The East Coastal Management CIC	20,667	20,667
Summons collection costs	2,625	0
Special Levy Adjustment	0	0
Drainage Rate Adjustment	536	11,934
Paid Refunds	10	78
Rates tidy up after year end	-55	0
Arrears c/fwd	<u>7,580</u>	<u>17,086</u>

- 17 There are Prepayments of £9,072.

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

	<u>2018/19</u>	<u>2019/20</u>
SCH30: Islington Catchment Flood Risk Management Scheme	22,472	22,472
SCH42: Islington Catchment Flood Risk Management Scheme	938,858	1,859,348
	<u>961,330</u>	<u>1,881,820</u>

Grants Reserve b/fwd at 31.03.19	961,330
Add: Grants Received	3,280,000
Less: Grants Applied	-2,359,510
Grant Reserve c/fwd at 31.01.20	<u>1,881,820</u>

Grants Due:	
SCH43 Wolferton (Due 2021/22)	1,434,000
	<u>1,434,000</u>

- 19 The Reserves are managed in accordance with the Balances

- 20 Movements on the General Reserve are made up as follows:

	<u>2018/19</u>	<u>2019/20</u>
Opening Balance, as at 1 April b/fwd	2,438,695	365,455
Net Surplus/(Deficit) for the year	-1,966,340	-1,497,607
Net transfer (to)/from Development Reserve	-106,900	0
Net transfer (to)/from Capital Works Reserve	0	0
Net transfer (to)/from Plant Reserve	0	0
Revaluation Reserve adjustment	0	0
Closing Balance c/fwd	<u>365,455</u>	<u>-1,132,152</u>

- 21 Movements on the Development Reserve are made up as

	<u>2018/19</u>	<u>2019/20</u>
Opening Balance, as at 1 April b/fwd	1,080,443	1,187,343
Net contributions transferred from General Reserve	106,900	0
Closing Balance c/fwd	<u>1,187,343</u>	<u>1,187,343</u>

- 22 Movements on the Capital Works Reserve are made up as

The Capital Works Reserve largely represents the committed cost of capital schemes that the Board has approved in previous years, where suppliers have not actually invoiced for work, due to slippage in the programme or other issues

	<u>2018/19</u>	<u>Gen. Reserve</u>	<u>2019/20</u>
N/A	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>

- 23 The Fixed Plant Reserve and Mobile Plant Reserve have been

	<u>2019/20</u>
Fixed Plant Reserve	2,021,148
Mobile Plant Reserve	800,000
Plant Reserve	<u>2,821,148</u>

From: 01 April 2019
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Period: 10
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Note **Notes to the Accounts**

24	Movements on the Revaluation Reserve are made up as	
		<u>2019/20</u>
	Opening Balance, as at 1 April b/fwd	415,700
	Less:	
	Pumping Station & Kettlewell House Depreciation	-74,040
	Closing Balance c/fwd	<u>341,660</u>

25 Pension Liability

- (i) The Pension Liability is calculated by the Local Government Pension Scheme (LGPS) Fund Actuary at the end of every financial year. It is a notional liability that is shown as a Long Term Liability on the Balance Sheet. This figure is meant to show the extent of the Board's liability at the Balance Sheet date, based on a number of actuarial assumptions. However it is important to note that this sum does not represent an estimate of the exit cost of withdrawing from the LGPS at the Balance Sheet date.
- (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 £2,496,000 as at 31 March 2019 that is shared by all 5 Member Boards. 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 18 January 2019.

26 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 paid Anglia Farmers Ltd £125,550.31 upto 31/01/20.
- (ii) Board member Mr J Askew is related to Mr R Askew, Director of Richard Askew Agricultural Supplies Ltd, which is one of the Board's suppliers. The Board paid Askew Agricultural Supplies Ltd £3,326.67 upto 31/01/20.
- (iii) Mr Harvey Howe is employed by the Board as a full time Operative. The Board's Project Manager is related to Harvey Howe.
- (iv) 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 2019.
- (v) The Board is a member of the Water Management Alliance Consortium, who provide administrative services to the Board. The Board has 3 representatives who serve on the Consortium Management Committee, that include the Chairman and Vice Chairman of the Board. The Chairman received £3,500.00 Chairman's Allowance for his duties between 01.04.19 - 31.03.20.
- (vi) 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:

- To approve the Financial Report for the period ending 31-1-2020.

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

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**KING'S LYNN 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)
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)	(1a) Reduction in, or insufficient finance, grant and income (1b) EA may cease to pay highland water contribution to IDBs	Erosion of Board's capital and general reserves Reduction in FCERM service the Board is able to provide Unable to replace assets as scheduled in the Board's asset plan and EA MTP	3	3	High 9 →	Explore alternative funding streams 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, which in turn would provide additional rates to the Board from the upland area. Defra supports the Rivers Authority and Land Drainage Private Members Bill, which, if enacted could facilitate these aims. Close liaison with EA to support its next 6 year compulsory spending programme to facilitate inclusion of IDB programmes/FDGiA where possible.
	(1d) The EA is no longer willing or able to carry out work on sea defences that protects the Internal	Potential overtopping into the IDD during severe weather events. Cost implication	2	3	High 6 ↓	Formation of the East Coast Management Strategy with KL&WNBC and local business community and the East Coast Wash Community Interest Company is

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	<p>Drainage District, or continues to maintain the sea defences but to a reduced specification</p> <p>Potential risk of receiving less PSCA work from the EA</p>	<p>of managing the increase in water</p> <p>Potential loss of Income and reputational damage to Board and WMA Group</p>	2	3	High 6	<p>raising funds which will contribute to recycling and rechargeable works costs when EA activity is withdrawn.</p> <p>IDB to work with key stakeholders to develop strategy for investment to reduce risk.</p> <p>Use of Public Sector Cooperation Agreement (PSCA) to facilitate partnership working with other risk management authorities (RMAs).</p>
	(1e) Flood risk management for the Fens project. EA project looking at collaborative and partnership approach with all relevant IDBs to future flood risk management of the Great Ouse Fens	Potential reduction in grant funding for flood risk management in the Fens	2	3	6 →	Board representation on this project implemented by the EA.
	(1g) Potential for enforced works on IDB infrastructure	Huge cost implication if works are not grant funded	2	3	6 →	EA has provided derogation until end 2020. Work. Board to apply for grant aid.

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	arising from implementation of Eel Regs 2009					
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	<p>(3a) Planning Authorities ignore advice provided by Board, which leads to increased flood risk</p> <p>(3b) SUDs managed by private management companies who allow them to fall into disrepair through lack of long term maintenance</p>	<p>Increased flood risk</p> <p>Potential for lost income from SWDCs and commuted sums</p> <p>Inadequate or 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>Planning/Enforcement is undertaken by the Board's Sustainable Development Officers and issues are raised at Board and Committee meetings.</p> <p>Officers' comments on planning applications are available on Local Authority website.</p> <p>A SUDs adoption and charging policy has been approved by the Board on November 2016.</p> <p>The Board adopted the variable SWDC rate and banding arising from the 2018 review undertaken in conjunction with WMA Flood and Water Manager. New rates and banding introduced 1 October 2018</p> <p>Updated Planning and Byelaw Strategy Document approved by the WMA on 7 December 2018 and by the Board in May 2019.</p>

Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 13 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.

Distributed to:

Members

Askew J R
Ayres B
Banham K
Bubb A
Crofts C
Devereux I
Keene S Ms
Lord Howard of Rising
Kirk J
Kunes P
Long B (Chairman)
Markillie R S
Markillie S A R
Matkin T (Vice-Chairman)
Nockolds Mrs E
Padwick N
Riddington M
Symington J
Topgood D
Whitby D
Whitehead A

Officers

Beaumont C
Brady Miss C
Camamile P J
Howe G
Jeffrey Miss S
Laburn Ms C
Neale Mrs M
Taylor R