

A MEETING OF THE NORFOLK RIVERS INTERNAL DRAINAGE BOARD WAS HELD IN THE ANGLIA ROOM, CONFERENCE SUITE, BRECKLAND DISTRICT COUNCIL, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NORFOLK ON THURSDAY 24 MAY 2018 AT 10.00 AM.

Elected Members

H C Birkbeck
J Borthwick
* J Bracey
* J F Carrick
H G Cator
* N W D Foster
* J P Labouchere
* M R Little
T Mutimer
J F Oldfield
P D Papworth
M J Sayer
S Shaw
* R Wilbourn
Vacancy

Appointed Members

Breckland DC

* S G Bambridge
* W Borrett
Mrs L Monument

Broadland DC

* Mrs C H Bannock
* P Carrick
* G Everett
Vacancy

King's Lynn & WN BC

* Mrs E Watson

North Norfolk DC

* Mrs A R Green
B Hannah
S Hester
* P Moore
N Pearce

South Norfolk DC

* P Broome
* C Foulger
Dr N Legg

* Present (52%)

Mr J F Carrick in the Chair

In attendance:

Mr G Bloomfield (Catchment Engineer), Miss C Brady (Flood and Water Officer),
Mr G Brown (Flood and Water Manager), Mr P George (Operations Engineer),
Ms H Mandley (Environmental Officer), Mr M Philpot (Project Engineer)
and Mrs M Creasy (minutes)

ID Norfolk Rivers IDB, Minute	Action
23/18 APOLOGIES FOR ABSENCE	
23/18/01 Apologies for absence were received on behalf of Messrs H C Birkbeck, J Borthwick, H G Cator, B Hannah, G T Mutimer, P D Papworth, M Sayer, S Shaw, Mrs L Monument and Dr N Legg. Messrs J F Oldfield, S Hester, N Pearce.	
23/18/02 In the absence of the Board Chairman, Mr P D Papworth, the meeting was chaired by Mr J F Carrick. RESOLVED that this be noted.	
23/18/03 Mr J F Carrick recorded that he had visited Mr Papworth and was happy to be able to report that Mr Papworth was continuing to improve.	
24/18 WELCOME AND INTRODUCTIONS	
24/18/01 Miss Catherine Brady was welcomed to her first meeting in her role as Flood and Water Officer for the WMA Eastern Boards.	
25/18 DECLARATIONS OF INTEREST	
25/18/01 There were no declarations of interest other than those already recorded in the Members' Register of Interests.	
26/18 MINUTES OF THE LAST BOARD MEETING	
26/18/01 The minutes of the last Board meeting held on 25 January 2018 were approved and signed as a true record. Arising therefrom:	
26/18/02 De-maining Proposals (04/18/02)	
(i) The Flood and Water Manager reported that the Lead Local Flood Authority (LLFA), Norfolk County Council (NCC) had met on 17 May 2018 and voted not to support de-maining in Norfolk, plus in addition the EA were now asking for Local Authority Byelaws to be in place prior to de-maining being approved. Subsequently, Norfolk IDBs would be able to de-main only within their IDD's, where IDB Byelaws can be applied, and not in those areas currently managed by the Local Authorities. The Flood and Water Manager is planning to discuss this with the EA and ask for a formal status update.	
(ii) It was agreed that Local Authority appointed members on the Norfolk Rivers IDB would reiterate to their respective councils the benefits of de-maining and that this IDB, including its appointed membership,	

ID Norfolk Rivers IDB, Minute	Action
<p>had been trying to implement this for the last seven years. RESOLVED that this be noted.</p>	
<p>27/18 MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING</p>	
<p>27/18/01 The minutes of the last Executive Committee meeting held on 25 January 2018 were considered in detail and approved. There were no matters arising.</p>	
<p>28/18 OPERATIONS REPORT</p>	
<p>28/18/01 The Operations Report (a copy of which is filed in the Report Book), was considered in detail and approved Arising therefrom:</p>	
<p>28/18/03 Environment Agency Public Sector Co-operation Agreements (PSCA) Work: EA Main River Maintenance (1.2)</p> <p>The IDB's undertaking of EA main river maintenance works via the PSCA with the EA continues to be a huge success with 22km of maintenance works worth c. £60k generated for 2018/19, including work on the River Tud, Wensum, Whitewater, Stiffkey and Burn. The Project Engineer reported that the EA had changed the project brief from limiting the cost of these works to no more than the IDB precept, to now saying main river maintenance works can be undertaken across more than one IDB if there is a need and the cost will be met from the total EA budget allocation for the PSCA main river maintenance, c. £350k per annum for a total of three years.</p>	
<p>28/18/04 Health and Safety (2)</p> <p>There were no incidents to report during this reporting period. RESOLVED that this be noted.</p>	
<p>28/18/05 River Nar Restoration Schemes (WLMP) (4.1)</p> <p>Report update provided on planned works during 2018/19 including the two fish passes due for construction at Narborough and the implementation of construction works for the Castle Acre Common scheme. Repairs to the channel inlet structure at Newton Mill, together with bank erosion repairs undertaken at Lexham Hall were noted. Minor erosion repairs at West Lexham were scheduled for June 2018.</p>	
<p>28/18/06 Wensum Restoration Project (4.2)</p> <p>The final phase of the project has been approved by the local EA</p>	

team and now requires a national sign off before work can commence in September. Mitigation work to enable this final phase of the project to continue is underway.

29/18 PLANNING REPORT

29/18/01 The Planning Report, (included within the Operations Report and a copy on file in the Report Book), was considered in detail and approved. Matters arising therefrom:

29/18/02 18_00552_2_Q: Development of a single property over culverted riparian watercourse in Elsing (2.1)

- (i) Members considered the development, (approved in March 2016 by Breckland District Council Planning), in which the ongoing works had identified an historic 215m long brick arch culvert at a significant depth below ground level, which is neither designated as an IDB adopted watercourse, nor is it recorded with Norfolk County Council Bridges and as such is deemed to be under the riparian ownership of the four properties it provides access to. The culvert receives water from the Norfolk Rivers IDB watercourse DRN107G0101 but having attended on site with the applicant, neither the applicant nor officers had been able to determine if the four properties are actually situated over the culvert.
- (ii) An engineering assessment of the culvert commissioned by the applicant had identified that whilst it would be feasible to pile and bridge/beam the culvert in order to support the new development, it would be essential to determine the exact position and route of the culvert through the development site prior to any works being undertaken.
- (iii) The Board was asked to consider three options, as set out in the Planning Report, to determine how the development should be regulated to ensure the protection of the culvert during and after the completion of the development, not least because of the impact on the IDB's infrastructure in the event of the culvert failing. It was agreed and thereby RESOLVED to approve option 3 to consent to the alteration of the culvert via bridging techniques as identified in the commissioned engineering assessment, to enable the development to proceed, subject to the developer entering into the Board's standard Deed of Indemnity plus the applicant's written agreement to a number of conditions including:
 - A condition indemnifying the Board against any liability arising from the works;
 - The applicant to provide specific evidence of the engineering

approach, which must be approved by IDB Officers;

- All liabilities arising from the works to be accepted by the applicant and the contractor.

- (iv) It was further agreed to fund up to £6k for a survey of the culvert to determine its condition to establish potential future maintenance requirements should the Board consider it appropriate at some point in the future to adopt the culvert given that it takes water from a Board watercourse. RESOLVED that this be noted.

29/18/03 Delegated Consents Determined 3.1

The delegated consents determined by Officers in accordance with their delegated authority were considered in detail and approved. There were no matters arising.

29/18/04 Planning Comments (3.2) and Enquiries (3.3)

It was agreed to in future include exact locations of the planning applications and enquiries reported in the planning report.

29/18/05 Surface Water Development Contribution Rate

Members considered the proposal to increase the surface water development contribution rate for 2018/19, pending the review of the results of the independent legal review of the WMA Member Boards proposed revised methodology. It was proposed by Mr S G Bambridge, seconded by Mr J Labouchere and carried unanimously save for one objection from Mr J F Carrick, to approve the increase to the surface water development contribution rate charged per impermeable hectare from £75,500 to £77,800 with effect from 1 April 2018.

- 29/18/06** Mr J F Carrick recorded his appreciation to the Flood and Water Manager and his team for their efforts to address the management of surface water arising from development in the Board's district. RESOLVED that this be noted.

29/18/07 National Planning Policy Framework Consultation

The Flood and Water Manager reported that both the WMA Planning Team and ADA had responded to the recent National Planning Policy Framework consultation.

ID	Norfolk Rivers IDB, Minute	Action
30/18	ENVIRONMENTAL REPORT	
30/18/01	The Environmental Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
30/18/02	Biodiversity Action Plan (BAP) 1.1 Members were informed that the finalised BAP is now available to view online. RESOLVED that this be noted.	
30/18/03	Giant Hogweed Control Projects 2018 (1.2) Members were updated on the control of Giant Hogweed on the River Bure that officers were able to coordinate with funding from the existing public sector cooperation agreement, (PSCA) with the EA. Members were also reminded of the importance of landowners being able to identify this non-native invasive species and alert officers to its presence to enable them to continue the treatment/control of the plant.	CL
31/18	INTERNAL AUDIT REPORT 2017/18	
31/18/01	The Internal Audit Report for 2017/18 including the two minor observations and subsequent recommendations as prepared by the Board's Internal Auditor, (King's Lynn and West Norfolk Borough Council Shared Internal Audit Services), together with the Chief Executive and Finance Officer responses and agreed actions, (copies of which are filed in the Report Book), were considered in detail and approved. Arising therefrom:	
31/18/02	The Internal Auditor's recording of significant improvement in controls and the substantial level of assurance awarded by the Internal Auditor on conclusion of the audit were noted.	
32/18	APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19	
32/18/01	It was agreed and thereby RESOLVED to approve the re-appointment of the King's Lynn & West Norfolk Borough Council's (shared with Fenland District Council) Internal Audit Service to undertake the Board's Internal Audit for 2018/19.	

ID Norfolk Rivers IDB, Minute	Action
<p>33/18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 PART 3 SECTION 1 ANNUAL GOVERNANCE STATEMENT</p>	
<p>33/18/01 The Annual Governance Statement shown in Section 1 of the Norfolk Rivers IDB Annual Governance and Accountability Return for the year ended 31 March 2018 was considered in detail and approved by the Board.</p>	
<p>34/18 FINANCIAL REPORT YEAR ENDING 31 MARCH 2018</p>	
<p>34/18/01 The Financial Report for the year ending 31 March 2018, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	
<p>34/18/02 The reconciliation to the Annual Governance and Accountability Return Part 3 Section 2 Accounting Statements was considered in detail and approved.</p>	
<p>35/18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 PART 3 SECTION 2 ACCOUNTING STATEMENTS 2017/18</p>	
<p>35/18/01 The Accounting Statements shown in Section 2 of the Norfolk Rivers IDB Annual Governance and Accountability Return for the year ended 31 March 2018 were considered in detail and approved by the Board.</p>	
<p>36/18 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS</p>	
<p>36/18/01 It was agreed to publish notice on the Board’s website and display also in the office reception that the Accounts year ending 31 March 2018 would be available for inspection for the 30 working day period commencing 4 June 2018 and ending 13 July 2018. RESOLVED that this be noted.</p>	
<p>37/18 SCHEDULE OF PAID ACCOUNTS</p>	
<p>37/18/01 The Schedule of Paid Accounts for the period 1 January 2018 to 31 March 2018, totalling £203,254.25 (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:</p>	

ID Norfolk Rivers IDB, Minute	Action
<p>37/18/02 As raised by the Executive Committee the Project Engineer would clarify whether or not the £8,366.51 cost for fencing was 100% recoverable to the Board. RESOLVED that this be noted.</p>	
<p>38/18 MATERIAL CHANGES TO RISK REGISTER</p>	
<p>38/18/01 Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6. Arising therefrom:</p>	
<p>38/18/02 It was agreed there were no material changes to be made to the risk register during this reporting period. RESOLVED that this be noted.</p>	
<p>39/18 APPOINTMENT OF DATA PROTECTION OFFICER</p>	
<p>39/18/01 Members considered the Board's requirement for a Data Protection Officer as stipulated within the General Data Protection Regulations coming into effect on 25 May 2018. Arising therefrom:</p>	
<p>39/18/02 It was agreed and thereby RESOLVED to include the role of Data Protection Officer within the Chief Executive's remit.</p>	
<p>40/18 MODEL IDB POLICY STATEMENT</p>	
<p>40/18/01 The updated IDB Policy Statement, (a copy of which is filed in the Report Book) as provided by ADA and endorsed by Defra was considered in detail and adopted by the Board. Arising therefrom:</p>	
<p>41/18 CORRESPONDENCE</p>	
<p>41/18/01 There was no correspondence requiring the Board's consideration during this reporting period.</p>	
<p>42/18 NEXT MEETING</p>	
<p>42/18/01 The next meeting would take place on 16 August 2018 at 10.00 am.</p>	
<p>43/18 ANY OTHER BUSINESS</p>	
<p>43/18/01 There was no other business to discuss.</p>	

ID Norfolk Rivers IDB, Minute	Action
<p>44/18 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN</p>	
<p>44/18/01 There were no Members of the Public present at today's meeting.</p>	
<p>45/18 CONSORTIUM MATTERS</p>	
<p>45/18/01 The unconfirmed minutes of the last Consortium Management Committee meeting held on 23 March 2018 were considered in detail and approved. There were no matters arising.</p>	
<p>45/18/02 Schedule of Paid Accounts</p>	
<p>The WMA Schedule of Paid Accounts for the period 1 December 2017 to 28 February 2018 totalling £310,937.10, as approved at the Consortium Management Committee meeting on 23 March 2018, was considered in detail and adopted.</p>	
<p>45/18/03 Financial Report</p>	
<p>The WMA Financial Report for the period 1 April 2017 to 28 February 2018, as approved at the Consortium Management Committee meeting on 23 March 2018 was considered in detail and adopted by the Board. There were no matters arising.</p>	
<p>45/18/04 Issues for discussion at next CMC meeting</p>	
<p>There were no specific issues raised by Members that would require discussion at the next Consortium Management Committee meeting on 29 June 2018.</p>	
<p>46/18 PRESENTATION</p>	
<p>46/18/01 The Operations Manager gave a presentation of the River Nar Emanuel's and Newton Common Project prior to the site inspection visit by the Board.</p>	
<p>47/18 CONFIDENTIAL BUSINESS</p>	
<p>47/18/01 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.</p>	

A MEETING OF THE NORFOLK RIVERS IDB EXECUTIVE COMMITTEE WAS HELD IN THE CONFERENCE SUITE, BRECKLAND DISTRICT COUNCIL, ELIZABETH HOUSE, WALPOLE LOKE, DEREHAM, NORFOLK ON THURSDAY, 24 MAY 2018 AT 9.00 AM.

Elected Members	Appointed Members
* J F Carrick	Breckland DC
* M Little	* S G Bambridge
P D Papworth	South Norfolk DC
	Dr N Legg
	BCKL&WN
	* Mrs E Watson
	Present (67%)

Mr J F Carrick in the Chair

In attendance:

Mr G Bloomfield (Catchment Engineer), Mr G Brown (Flood and Water Manager), Mr M Philpot (Project Engineer) and Mrs M Creasy (minutes)

ID	Norfolk Rivers IDB: Executive Committee, Minute	Action
11/18	APOLOGIES FOR ABSENCE	
11/18/01	Apologies for absence were received from Mr P D Papworth, Mr P J Camamile, Dr N Legg, and Miss S Jeffrey.	
12/18	MINUTES OF THE LAST EXECUTIVE COMMITTEE MEETING	
12/18/01	The minutes of the last Executive Committee meeting held on 25 January 2018 were approved and signed as a true record. Arising therefrom:	
12/18/02	De-Maining Proposals (02/18/02)	
	(i) The Flood and Water Manager reported that the Lead Local Flood Authority (LLFA), Norfolk County Council (NCC) had met on 17 May 2018 and voted not to support demaining in Norfolk, plus in addition the EA were now asking for Local Authority Byelaws to be in place prior to de-maining being approved. Subsequently, Norfolk IDBs would be able to de-main only within their IDD's, where IDB Byelaws can be applied, and not in those areas currently managed by the	GBr

Local Authorities. The Flood and Water Manager is planning to discuss this with the EA and ask for a formal status update.

- (ii) All members expressed their frustration with NCC's decision and it was agreed to ask the Local Authority appointed members on the Norfolk Rivers IDB to go back to their respective Local Authority to reiterate the benefits of de-maining and that this IDB, including its appointed membership, had been trying to implement this for the last seven years.

12/18/03 Governance Arrangements: Membership (02/18/03)

Members considered again Defra's requirement for all IDBs to have and retain a full membership on their Boards, particularly those who were involved in the de-maining pilot study. The importance of filling the two existing vacancies on the Norfolk Rivers IDB was reiterated to avoid the Board having to consider reconstitution.

12/18/04 Collection of Drainage Rates (08/18/01)

Members were informed that the direct debit option was working very well. Drainage rates currently outstanding for 2018/19 are £7k less than the amount outstanding at this point last year for 2017/18.

**12/18/05 Norfolk County Council
Application C/5/2017/5007 for change of use from
warehousing to waste processing and production of
refuse derived fuel at former SPC Atlas Works, Weston
Longville, Norwich (10/18/01)**

The Flood and Water Manager informed the Committee that the above application had not been approved but there was a possibility that the applicant may appeal.

13/18 INTERNAL AUDIT REPORT 2017/18

- 13/18/01** The Internal Audit Report for 2017/18 including the two minor observations and subsequent recommendations as prepared by the Board's Internal Auditor, (King's Lynn and West Norfolk Borough Council Shared Internal Audit Services), together with the Chief Executive and Finance Officer responses and agreed actions, (copies of which are filed in the Report Book), were considered in detail and approved. Arising therefrom:

13/18/02 The Internal Auditor's recording of significant improvement in controls and the substantial level of assurance awarded by the Internal Auditor on conclusion of the audit was noted and Mr J F Carrick asked his thanks to the staff involved to be recorded in the minutes.

13/18/03 It was agreed and thereby RESOLVED to recommend that the Board approves the Internal Audit Report including the recommended actions for the year ended 31 March 2018.

14/18 APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19

14/18/01 It was agreed and thereby RESOLVED to recommend to the Board the re-appointment of the King's Lynn & West Norfolk Borough Council's (shared with Fenland District Council) Internal Audit Service to undertake the Norfolk Rivers IDB Internal Audit for 2017/18.

15/18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 PART 3 SECTION 1 ANNUAL GOVERNANCE STATEMENT

15/18/01 It was agreed to recommend that the Board approves the Annual Governance Statement as set out in Section 1 of the Norfolk Rivers IDB Annual Governance and Accountability Return Part 3 for year ending 31 March 2018. RESOLVED that this be noted.

16/18 FINANCIAL REPORT 2017/18

16/18/01 The Financial Report for the year ending 31 March 2018 was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

16/18/02 It was agreed and thereby RESOLVED to recommend that the Board approves the Financial Report for the year ending 31 March 2018.

16/18/03 It was agreed and thereby RESOLVED to recommend that the Board approves the Financial Report reconciliation to the Annual Governance and Accountability Return Part 3 Section 2 Accounting Statements.

ID Norfolk Rivers IDB: Executive Committee, Minute	Action	
<p>16/18/04 Mr M Little requested that future year-end financial reports include a five-year trend for review by the Executive Committee. RESOLVED that this be noted.</p>	<p>PJC/SJ</p>	
<p>17/18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18 PART 3 SECTION 2 ACCOUNTING STATEMENTS 2017/18</p>		
<p>17/18/01 It was agreed to recommend that the Board approves the Accounting Statements as set out in Section 2 of the Norfolk Rivers IDB Annual Governance and Accountability Return Part 3 for the year ended 31 March 2018. RESOLVED that this be noted.</p>		
<p>18/18 SCHEDULE OF PAID ACCOUNTS</p>		
<p>18/18/01 The Schedule of Paid Accounts for the period of 1 January 2018 to 31 March 2018 totalling £203,254.25 (a copy of which is filed in the Report Book) was considered in detail and approved. Matters arising therefrom:</p>		
<p>18/18/02 The Project Engineer was asked to clarify whether or not the £8,366.51 cost for fencing would be 100% recoverable to the Board.</p>		<p>MP</p>
<p>18/18/03 It was agreed and thereby RESOLVED to recommend that the Board approves the Schedule of Paid Accounts for the period 1 January 2018 to 31 March 2018.</p>		
<p>19/18 COLLECTION OF DRAINAGE RATES</p>		
<p>19/18/01 Discussed earlier in the meeting as recorded in minute 12/18/04.</p>		
<p>20/18 NEXT MEETING</p>		
<p>20/18/01 The next Executive Committee meeting would take place on Thursday, 16 August 2018 at 9.00 am.</p>		
<p>21/18 ANY OTHER BUSINESS</p>		
<p>21/18/01 There was no other business to discuss.</p>		

OPERATIONS REPORT FOR PERIOD JANUARY 2018 – MAY 2018

1 REVENUE MAINTENANCE WORKS

- 1.1 Routine maintenance works were carried out on board main drains in the following districts:

Board Machine

Recharge work for the Broads (2006) IDB – Note this machine is to be sold due to age and condition.

Contractor's Machine: (GDR Ltd)

Bure: Hevingham, Kings Beck, Scarrow Beck,
Wensum: Costessey, Hellesdon, Turf Common, Whitewater, Billingford
Upper Yare & Tass: Trowse, Flordon, Hoveton

Handwork: NRIDB Operatives

Numerous sites across the whole of the district including:

Hoveton, Marsham, Saxthorpe, Fakenham, Hellhoughton (Mitigation work for River Wensum Restoration).

Our hand crew have also carried out:

- Quarterly checks of structures in Buxton and on the Dereham Stream (as well as before heavy rain forecasts);
- Monthly clearing of the weed screen at Fakenham Mill, as well as quay lane bridge and the footpath crossing upstream of Fakenham Mill.

1.2 Maintenance Construction Projects

Environment Agency Public Sector Co-operation Agreement (PSCA) Work

EA Main River Maintenance Work

Working under a PSCA with the Environment Agency, Norfolk Rivers IDB will undertake main river maintenance work at locations across the Norfolk Rivers IDB district. These locations will be decided by Norfolk Rivers IDB officers based on optimum areas that will benefit the efficient operation of our systems, as well as reducing risk to people and property.

This is a three year agreement across the WMA Eastern boards and Waveney, Lower Yare and Lothingland IDB.

In 2017/18 Norfolk Rivers IDB completed £88K worth of work on Main River that would otherwise not be completed outside this programme.

Over 35KM of watercourse was assessed in April 2018, generating approx. 22KM of maintenance worth circa £60K for the 2018/19 programme, including work on the River Tud, Wensum, Whitewater, Stiffkey and Burn.

In early May NRIDB are completing the final phase of a 1.1KM Sustainable Maintenance / restoration work on the River Whitewater at Great Witchingham. This scheme involved the installation of timber and gravel deflectors, berms, and glides, alongside riparian tree planting. This work, in combination with an increased maintenance regime through this programme, hopes to deliver significant long term benefits to conveyance through this area.



We are working closely with the Environment Agency to deliver maximum benefit from this programme, seeking partnership contributions and joint working where possible to enhance the programme.

Norfolk Rivers Trust / FWAG – Swannington Beck, Silt trap Interceptor

We have undertaken design, construction management and delivery of a large silt trap for FWAG at Swannington.

The silt trap closes flow paths into the Swannington beck through containment and slowing of flows.



Swannington Silt Trap

2. HEALTH & SAFETY

No incidents this period

3. PLANT

Nothing to report this period.

4. CAPITAL SCHEMES

4.1 River Nar Restoration Schemes (WLMP)

Fish passage at Narborough

A PSCA contract has been signed with the Environment Agency to procure and install the two fish pass structures. The detailed design is being finalised by Fishtek consulting with construction planned for the summer.

Castle Acre Common

Landowners and the parish council have been consulted on the design and are support of the project.

Water vole and nesting bird mitigation work have been carried out to enable construction to take place during the height of summer.

Newton Mill bypass channel Inlet structure

The bypass channel was connected to the river by a culverted 300mm diameter pipe at the upstream confluence. The culvert had failed and as a consequence the pipe had become silted up and numerous leaks had developed surrounding the pipe.

A new precast structure has been installed to provide a seal to prevent any future leaks whilst maintaining fish and eel passage. Flow rates and levels can now also be controlled using timber boards



New precast structure

Lexham Hall Erosion Repairs

Works have been carried out to repair eroding banks at Lexham to ensure the river is not at risk of breaching into the lake.

The toe of the bank has been protected using locally won timber. The banks have been back-filled and re-profiled behind the toe protection. The bed has been slightly widened to reduce high energy flows at the toe of the banks. Newly exposed earth has been protected with biodegradable coir matting to provide protection whilst vegetation establishes.



New re-profiled bank with toe protection

West Lexham Erosion

No update this period. Minor repair works are planned for early June.

4.2 **Wensum Restoration Project**

The final phase of the project has been approved by the local EA team and now requires a national sign off before work can commence in September. Mitigation work to enable this final phase of the project to continue is underway.

5. **OPERATIONAL MATTERS**

Nothing to report this period.

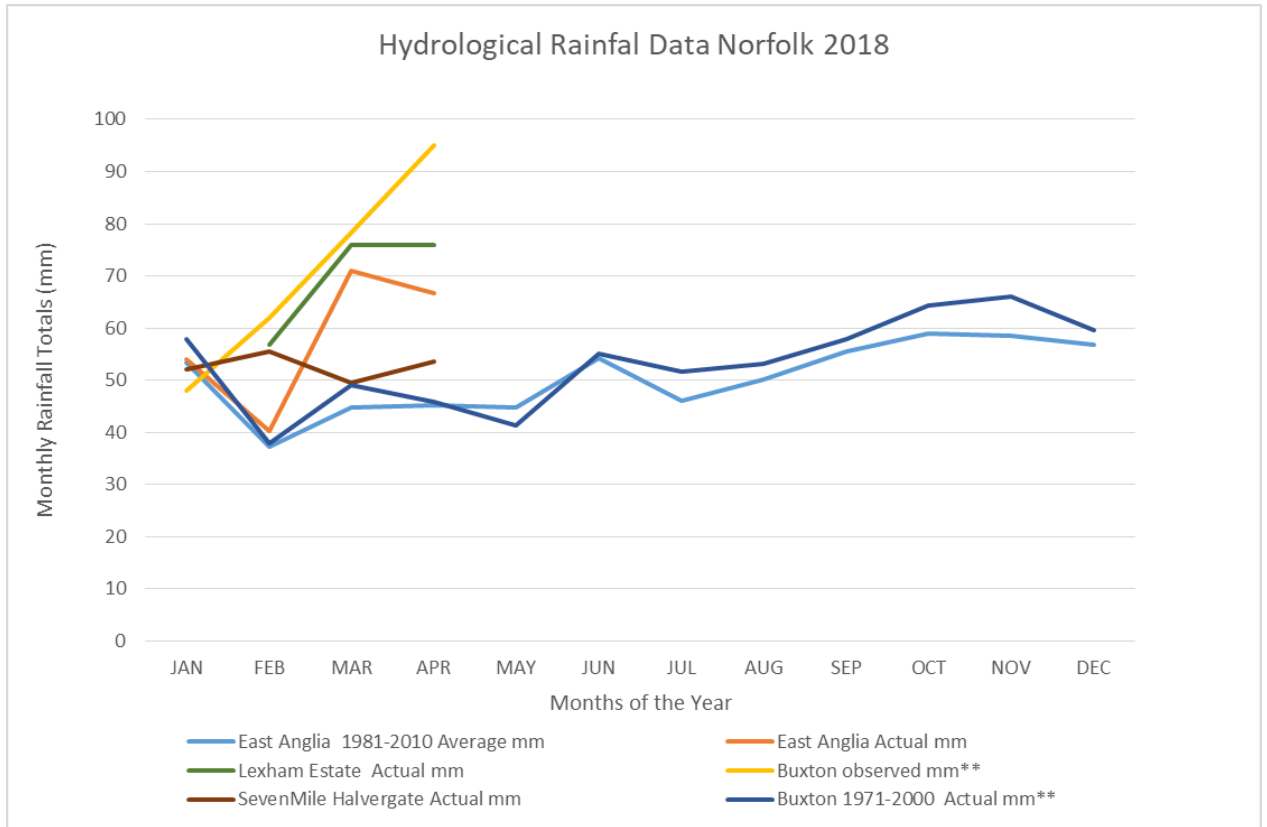
6. **HYDROLOGY – UK Overview** (extracts from <http://www.metoffice.gov.uk/climate/uk/summaries/2018>)

January began unsettled and mild, and windy at times, then there was a quieter and colder spell from the 6th to 12th with high pressure more dominant. The rest of the month saw a return to an unsettled westerly type with fronts crossing the country at regular intervals, and it was generally mild, although central and northern parts saw colder conditions in the third week with snow for some parts.

February started with a chilly northerly flow, and the rest of the first week was generally cold with some north and east winds. The middle fortnight of the month was often milder with westerly and south-westerly winds, and it turned changeable in the second week. A settled spell followed, then from the 26th a very cold easterly flow brought increasingly widespread snow and some notably low daytime temperatures for the end of February. It was a generally sunny month, especially in the west and south.

March began with an exceptionally cold easterly airstream, which brought widespread snow with daytime temperatures staying below freezing in many parts of the country. It then turned milder and generally wet until mid-month, then on the 17th/18th another exceptionally cold easterly brought further snow, especially for the north-east and south-west. After a few generally dry fine days, the unsettled pattern returned for the rest of the month, with low pressure dominating.

April started unsettled and also cold at times, especially in the north, and this regime persisted for most of the first half of the month. There was a short warm sunny spell after mid-month which saw the highest maximum temperatures in April since 1949, but after the 21st it turned progressively cooler and more unsettled, and the month ended unseasonably cool and wet in East Anglia and the south-east.³⁰



Rainfall:

	East Anglia 1981-2010 Average mm	East Anglia Actual mm	Lexham Estate Actual mm	Buxton observed mm**	Seven Mile Halvergate Actual mm	Buxton 1971-2000 Actual mm**
JAN	53.4	54.1		47.9	52	57.8
FEB	37.2	40.3	56.9	62	55.6	38
MAR	44.8	70.9	75.9	78.3	49.6	49
APR	45.3	66.7	75.9	95.1	53.6	45.8
MAY	44.8					41.4
JUN	54.3					55.2
JUL	46					51.6
AUG	50.1					53.2
SEP	55.6					57.8
OCT	59					64.3
NOV	58.5					66.1
DEC	56.8					59.5

(extracts from *<http://www.metoffice.gov.uk/climate/uk/summaries/2018>

** <http://www.buxton-weather.co.uk/weather.htm#daily>

7. STAFF/WORKFORCE – MEETINGS - TRAINING/EDUCATION

Project Engineer attended the following meetings:

10 January 2018

Meeting with Breckland Council regarding upgrade to the North Walsham Drainage system, which flows into the NRIDB network

26 January 2018

ICE Reviewers conference

08-09 February 2018

Earthworks – Theory and practice training provided by the ICE

19-20 February 2018

NEC3: Preparing and Managing the Engineering and Construction Contract

26 February 2018

Dudwick Hall Slow the Flow project meeting

14 March 2018

Meeting on site at Fakenham regarding maintenance issues

26 March 2018

Water Environment Grant Meeting regarding application process

17 April 2018

Holkam Lakes Maintenance Meeting

Operations Engineer (Paul George) attended the following meetings:

24 January 2018

Narborough site visit to meet temporary dam contractor

02 February 2018

Meeting with landowner at Twyford Hall to discuss maintenance

02 February 2018

Meeting with Castle Acre Parish Council to present and discuss restoration plans at Castle Acre Common

08-09 February 2018

Earthworks – Theory and practice training provided by the ICE

13 February 2018

GPS and scoping Survey at Lexham Hall

19-20 February 2018

NEC3: Preparing and Managing the Engineering and Construction Contract

27 February 2018

Site meeting with Pensthorpe to discuss erosion to private culvert and consenting process

07 March 2018

Site meeting with Landowners at Castle Acres Common to present and discuss restoration plans

08 March 2018
Broadland Catchment Partnership Meeting

13 March 2018
FWAG Farm visit to Scarrow Beck to present the benefits and typical logistics of restoration works using the recent works as an example



Restoration work discussion on site

13 March 2018
Site meeting at Elsing with landowner to discuss development proposals and potential impacts to culverted section of watercourse

16 March 2018
Site Meeting with Breckland District Council to discuss PSCA works to be delivered by NRIDB for BDC this year

29 March 2018
Meeting with Norfolk County Council and Environment Agency to discuss potential partnership working and existing plans to alleviate flooding in Dereham

19 April 2018
First Aid refresher training

27 April 2018
Castle Acre Common design progress site meeting

27 April 2018
De-maintenance pilot and update meeting with Broadland District Council

8. COMPLAINTS/ENFORCEMENT

Nothing to report this period.

PLANNING REPORT

1. SUMMARY OF ACTIVITY IN REPORTING PERIOD

- 1.1 This planning report covers the reporting period 18/01/2018 to 17/05/2018. There are currently 3 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):	0
Byelaw 3 (B3) – Discharge of Surface Water (SW):	2
Byelaw 4 (B4) / Section 23 (S23), LDA 1991 – Alteration of watercourse	0
Byelaw 10 (B10)– Works within 9 m of a Board’s maintained watercourse:	1
Total:	3

- 1.2 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	0	0
Awaiting applicants acceptance of conditions:	0	2	0	1	3
Being processed by officers:	0	0	0	0	0
To be determined by the Board in this report:	0	0	0	0	0
Total:	0	2	0	1	3

- 1.3 As highlighted by the table immediately above there are no consent applications requiring consideration by the Board in this report. There is however a regulatory matter requiring the Boards consideration. This concerns the development of a property over a culverted riparian watercourse in Elsing. This case is presented in detail in Section 2 below.

2. ITEMS REQUIRING THE BOARD'S CONSIDERATION

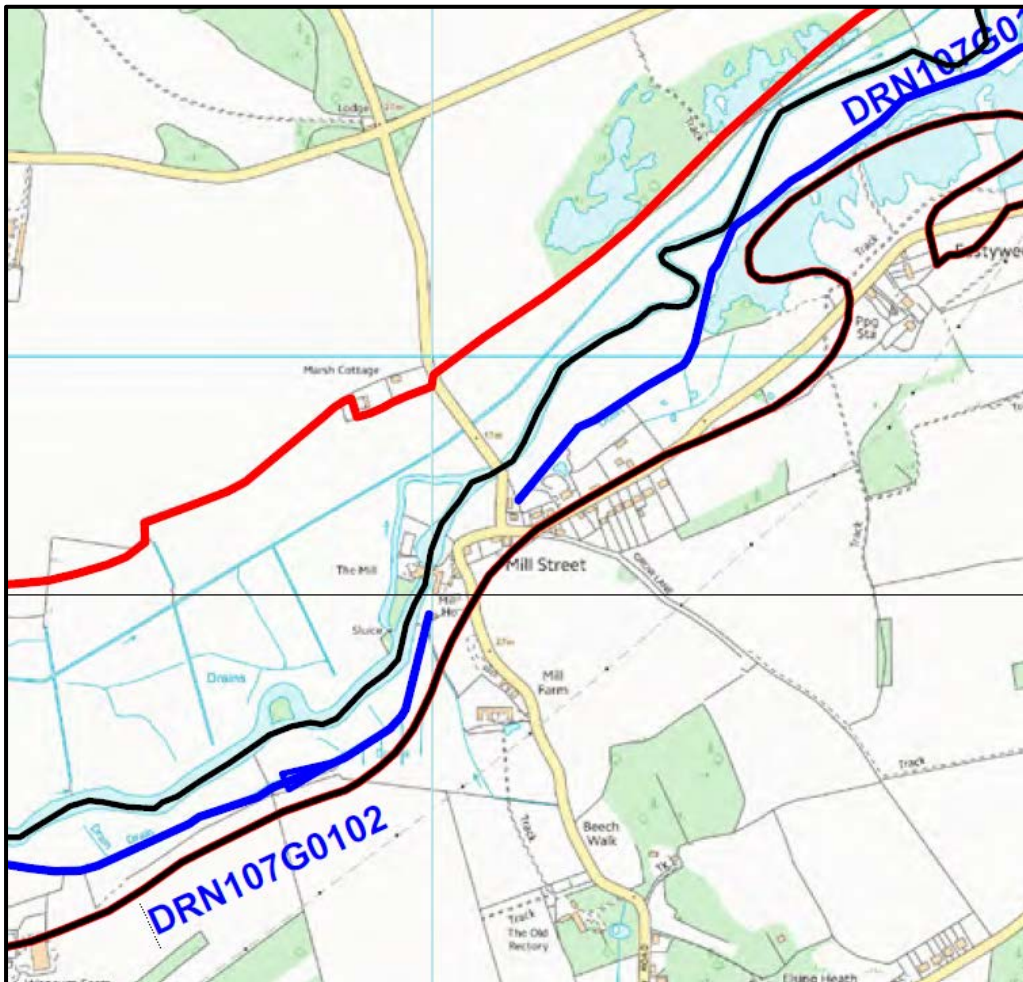
2.1 18_00552_2_Q: Development of a single property over culverted riparian watercourse in Elsing

- a. The developer of a single dwelling contacted officers of the Board following the identification of a historic brick arch culvert running through his site that was discovered during the excavation of foundation trenches. The development had previously been granted planning permission (ref. 3PL/2015/1287) on 17 March 2016 by Breckland District Council.
- b. The Boards officers met with the applicant on site in March to view the current status of the development and to determine the Boards involvement with the asset. At this meeting it was identified that the culvert was approximately 215 m in length and located at a significant depth below the ground level.
- c. Subsequent checks by officers have found very little detail on the construction, route or ownership of the culvert which receives water from the Boards drain DRN107G0101. Checks have been undertaken with the Norfolk County Council bridges team who confirmed that they were similarly unaware of the structure. The culverted watercourse is not designated as an adopted watercourse and therefore certain byelaws do not apply (such as the restriction of works within 9 m of a Boards watercourse).
- d. Given the lack of information highlighted above the culverts structural condition and efficiency remains undetermined. Furthermore it has to be assumed that the watercourse and therefore the culvert is riparian. As such, it is likely in the ownership of 4 properties and is crossed at least 3 times by minor roads. It is uncertain if the existing properties are currently located over it. The length and age of the culvert make it especially susceptible to blockage and its depth would make it problematic to re-engineer or repair.
- e. Following the initial contact with Board officers the applicant commissioned Canham Consulting to undertake an engineering assessment of the possible bridging of the culvert. Whilst this report highlighted that the approach to pile and bridge/beam the structure to support the new dwelling was feasible from an engineering perspective it also stated that prior to works being undertaken it was essential that the exact position of the culvert through the site should be determined.
- f. This matter has been brought to the Board for consideration to determine how this development should be regulated to protect the asset from the effects of development.
- g. The principal options in front of the Board are set out in the table overleaf;

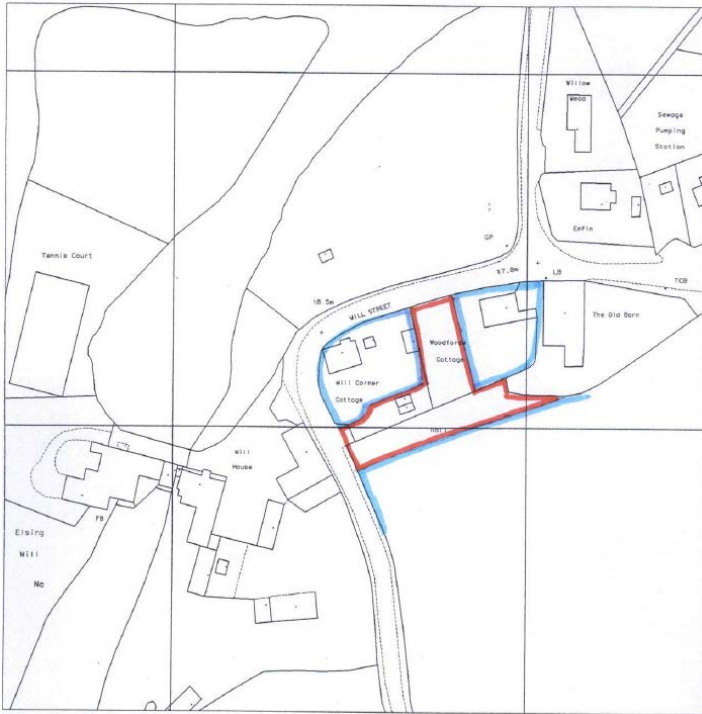
Options	Pro's	Con's
<p>Option 1: To require the surveying of the culvert prior to consenting any alterations of the culvert to enable siting of the property above the asset.</p>	<p>A survey would highlight the current condition of the asset and determine its likely ability to accept the proposed engineering solution.</p> <p>A survey would assist the Board's engineers in determining how best to plan for future changes in the management of this sub-catchment should this culvert be at the end of its useful life.</p>	<p>To survey the culvert would require the damming of the drain both upstream and downstream of the culvert and would require the over-pumping of the system into the nearby main river. The cost of this survey is likely significant and it could be deemed unreasonable to expect the developer of one small section of culvert to meet these costs given both the existing riparian owners and the Board have not previously undertaken any assessment of this asset.</p> <p>It is possible that the regulatory controls available to the Board would not be considered applicable should this request be disputed.</p>
<p>Option 2: To refuse to allow the construction of the development.</p>	<p>No development would occur that would increase the loading on a historic asset that poses great difficulties to repair if damaged.</p>	<p>This is likely to be problematic as the asset has historically not been adopted by the Board and no condition assessments undertaken prior to the planning permission being approved.</p> <p>It is unlikely that the regulatory controls available to the Board would support a refusal of the development that would withstand a subsequent appeal.</p> <p>The Board would still be no closer to understanding the liability posed by this historic asset on its drainage network.</p>
<p>Option 3: To consent the alteration of the culvert via bridging techniques to enable the development to occur subject to the satisfaction of conditions.</p>	<p>These conditions would seek to indemnify the Board against the liability posed by the works through legal means. They would also require the specific evidencing of the engineering approach and the acceptance of all liabilities by the developer and contractor.</p>	<p>As the culvert conveys water between two adopted drains it is likely the Board would be seen as the relevant Risk Management Authority in the case of any failure of the asset in the future. It should be noted that this is the case at present whether the development proceeds or not.</p> <p>Again it is possible that the regulatory controls available to the Board would not be considered applicable should the proposed conditions be disputed.</p>

- h. **Recommendation:** The officer recommendation to the Board is that Option 3 represents the most proportionate response to the developer's proposal and as such should be pursued subject to conditions including the developer entering into the Board's standard Deed of Indemnity. It should be noted that outside of the consideration of this individual case it is recommended that the Board seek to survey the condition of the asset to determine whether and when any repairs or alterations need to be factored in to the Boards long term maintenance programme. It is also recommended that the Board considered whether adoption of this asset is appropriate once condition information is available.
- i. **Supporting maps and photos:** Please see the map and photographs provided below and overleaf

Map 1: General location and drain map of Elsing with the culvert indicated by the gap in the blue drain line below.



Map 2: Red line boundary of development proposal



Picture 1: Inlet to the culvert near to Elsing Mill



3. OTHER PLANNING MATTERS

3.1 DELEGATED CONSENTS DETERMINED

During this reporting period, the following 5 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	1
Byelaw 10 (B10)– Works within 9 m of a Board's maintained watercourse:	3
Total:	5

<i>Case Ref.</i>	<i>Case Sub-type</i>	<i>Parish</i>	<i>Location / Site Name</i>	<i>Description of Proposal</i>	<i>Determination</i>
17_00553_2_C	Byelaw 3 Surface Water	East Tuddenham	Church Lane, Dereham	Proposal for 258m pipe from pumping station to existing ditch	Granted
18_00477_7_C	Byelaw 10	Ryburgh	Little Byburgh Common SSSI	Errect Fencing	Granted
18_00528_7_C	Section 23, LDA 1991	North Walsham	Lyngate Road, North Walsham, NR28 0NF	Proposal to install 2m x 1m box culvert	Granted
18_00280_3_C	Byelaw 10	Buxton with Lammas	Camping Beck (DRN082G0401)	Proposals to install upstream and downstream hydrometric monitoring stations	Granted
18_00567_2_C	Byelaw 10	North Elmham	Black Water (DRN101G0102)		Granted

3.2 PLANNING COMMENTS

Officers have provided bespoke comments on the following applications which were either in or could impact on the Boards Internal Drainage District:

<i>Planning App Ref</i>	<i>Planning App Type</i>	<i>Description</i>
3PL/2018/0014/D	Reserved Matters Application, Minor Development	Residential Development - 9 Dwellings
3DC/2018/0009/DOC	Discharge of Conditions Application, Minor Development	Residential Development - 9 Dwellings
20172208	Outline Application, Major Development	Residential Development for up to 205 dwellings and associated works (Outline)
3PL/2016/0533/H	Full Application, Minor Development	Erection of visitor centre and change of use of land for campsite, outdoor recreation & centre with associated works and outline permission for 8 holiday lodges
3PL/2016/1397/F	Full Application, Major Development	279 dwellings
3PL/2018/0077/VAR	Variation Of Condition Application, Minor Development	Variation of Conditions 5, 6, 11, 12, 13, & 24 on pp 3PL/2014/1162/F - to allow for a revision to the pre-commencement conditions
3PL/2018/0057/VAR	Variation Of Condition Application, Major Development	Variation of pp 3PL/2017/0673/VAR - New vehicle access and erection of 11 dwellings - see form for details
3PL/2018/0058/VAR	Variation Of Condition Application, Minor Development	Variation of condition 2 on 3PL/2017/0613/VAR to relocate Plot 4
3PL/2018/0108/HOU	Full Application, Minor Development	Demolition of existing single storey extension and provide new two storey extension and new orangery
2018/0285	Full Application, Minor Development	Proposed rear single storey extension
2018/0290	Outline Application, Minor Development	Proposed 4 residential dwellings
3PL/2017/1500/O	Outline Application, Minor Development	Development of six self-build bungalow style houses
2018/0112	Outline Application, Major Development	Hybrid Application for on 387 no. dwellings and 1.5 hectares of Class B1 employment land, associated infrastructure and public open space
2018/0111	Outline Application, Major Development	Hybrid Application for 1,275 no. dwellings, 8 ha employment, 2 ha school site, community facilities site, associated infrastructure and public open space - full permission for a bypass.
N/A	Pre-Application Advice	A47/A11 Thickthorn Junction Improvements

Planning App Ref	Planning App Type	Description
2017/2794	Outline Application, Major Development	Proposed employment development and road improvements
3PL/2015/1045/O	Outline Application, Major Development	Residential development up to 62 dwellings
3PL/2017/1520/O	Outline Application, Minor Development	Proposed Erection of one Single Storey Dwelling

3.3 ENQUIRIES

A number of enquiries were received during the reporting period, these are outlined below.

Case. Ref.	Case File Sub-type	Parish	Description
18_00520_6_Q	About Planning	Weston Longville	Enquiry regarding planning application for change of use planning application
18_00249_2_Q	About Works	Dereham	Enquiry regarding flooding of land and IDB works
18_00551_7_Q	About Regulation	Hoveton	Enquiry re. new electricity supply across land within 8m of a water course
18_00559_9_Q	About Planning	Hempnall	FRA Enquiry
18_00310_1_Q	About Planning	Wyndham	FRA Enquiry
18_00322_2_Q	About Planning	Gressenhall	Enquiry re. regulatory roles in Gressenhall
18_00337_7_Q	About Works	Sculthorpe	Enquiry regarding flooding and drainage works on Trust Land
18_00342_7_Q	About Regulation	Swafeld	Enquiry regarding possibility of culvert replacement
18_00353_Q	About Regulation	Drayton	Enquiry re. the route and maintenance of a watercourse

3.4 SURFACE WATER DEVELOPMENT CONTRIBUTION RATE

The Surface Water Development Contribution rate for the financial year 2018/19 will be charged at a rate of £77,800.00 per impermeable hectare. A detailed review of the contribution rate is being carried out. This is currently the subject of an independent legal review. Once this review has been finalised it is the intention to bring this new methodology back to the Board for adoption.

3.5 MARTHAM DEPOT SITE OFFICE REFURBISHMENT

The Martham Depot site office is currently undergoing refurbishment with the aim of locating planning and regulatory staff on site. As part of this process the site facilities have been assessed. This has led to the identification of some statutory health and safety requirements that now need to be met. These include the refurbishment of some of the on-site utilities including foul drainage and electrical supply.

The foul drainage requires the replacement of the existing inaccessible septic tank served by French drains. The new treatment plant will discharge a high quality treated foul water directly to the watercourse on site however it does require planning permission. As such a planning application has been submitted to Great Yarmouth Borough Council to allow the foul drainage to be relocated and the new system installed. This application has been accompanied by ongoing communications with the Local Planning Authority. The application was submitted on 10 May 2018, and it is hoped that this will be validated by the Planning Authority prior to the Board Meeting.

The internal electrical supply is also in the process of being upgraded as are the internet and telecommunications systems. A direct connection to the WMA King's Lynn servers was installed on site and became operational on the 16 May.

3.6 FEES ASSOCIATED WITH CONSENTS GRANTED

There have been no fees invoiced during the reporting period.

G.R. BROWN – FLOOD AND WATER MANAGER

C.H. BRADY – FLOOD AND WATER OFFICER

NORFOLK RIVERS IDB ENVIRONMENTAL REPORT – May 2018

The Environmental Team continues to facilitate maintenance and capital projects undertaken throughout the NRIDB area. The following information pertains to environmental work carried out for the Norfolk Rivers IDB involving the Environmental Manager (EM) and/or the Environmental Officers (EOs), from the 12 January 2018 – 30 April 2018:

1. INFORMATION FOR THE BOARD

1.1 Norfolk Rivers Biodiversity Action Plan Document (BAP) Final Document

A final copy of the NRIDB Biodiversity Action Plan (BAP) is now available for members to view

online: https://www.wlma.org.uk/uploads/agendas/NRIDB_BAP_Final.pdf

Biodiversity Action Plan targets will be pursued over the course of the financial year with a view to enhancing biodiversity interests across the catchment. NRIDB officers will continue to work with partners in order to achieve biodiversity objectives and undertake actions within the action plan.

1.2 Giant Hogweed Control Projects 2018

1.2a River Bure PCSA

This year the treatment for the Giant Hogweed on the Bure from Aylsham, Dunkirk down to Oxnead will be funded 100% via a Public Sector Co-operation Agreement (PCSA) through the Environment Agency. This agreement is now in place and the Giant Hogweed will be treated during the week beginning 21 May 2018.

Due to the extent and the Health and Safety implications of the toxic plant, NRIDB Officers decided to call upon the professional services of a specialist contractor to administer control methods. Native Landscapes, a specialist in invasive species control will carry out the work using relevant PPE and knapsack sprayer with Roundup Pro Biactive. The plants will be treated before they are in flower which means they can be sprayed on the leaves.

1.2b. River Nar, Emmanuels Common

The Environment Officer (EO) has surveyed Emmanuels Common for Giant Hogweed and is due to treat the plants during May 2018. The plants are mainly located north of the common within the wooded area. This is a continued effort to bring the stands of Giant Hogweed under control.

1.3 Castle Acre Common River Nar restoration

The existing river channel which flows through Castle Acre Common has been altered by historic maintenance and management practices. As a result the channel is now unnaturally deep and wide which has negative impacts on the river flows and habitats you would expect to find in a chalk stream, which are internationally important and protected sites. Over wide and deep rivers create slow moving water. This allows sediments to deposit more readily covering fish spawning gravels and promoting the growth of undesirable water plants that thrive in slower flows.

The aims of the project are:

- To create 525m of new meandering channel within the Common, designed to create natural widths, depths and gradient. The new channel will be excavated following a seam of gravel which will be excellent bed material for the new channel. Any excess material will be moved to higher ground out of the flood plain.
 - To create a more natural and sustainable chalk river habitat that will allow indigenous species to prosper. Such habitats will include areas of clean gravel beds for invertebrates and spawning trout.
 - To reduce flood risk, by improving the connection of the river with its floodplain, allowing flood plain storage to be utilised during flooding events
- The landowner is fully supportive of the project which we are planning to deliver in summer 2018.

1.4 Water Environment Grant

The Water Environment Grant (WEG) scheme provides funding to improve the water environment in rural England. Project proposals aims to fulfil Water Framework Directive (WFD) objectives and/or improve designated site conditions.

Charles Rangeley Wilson, a freelance river restoration designer, has put together a funding bid in partnership with Norfolk Rivers IDB, The River Nar restoration group, local fishing clubs, Natural England, landowners, Environment Agency and Norfolk Rivers Trust to restore a section of the River Nar from Castle Acre Common down to West Acre. This work will restore approximately a further 1.5km of river, creating a more sinuous channel, restoring the chalk stream as well as reconnecting the channel to its floodplain. The grant submission deadline was the 11 May 18 and we await the outcome of the grant allocation.

1.5 River Whitewater – Integrated Main River Maintenance Programme

The site of the works is within the parish of Great Witchingham and located to the east of Clayhall Farm and Blackwater Farm. The works are within a length of approximately 1100m of main river channel of the River Whitewater (also known as R Blackwater).

The works will aim to naturalise the morphology of the EA river and enhance its ability to maintain a clear channel by preventing the build-up of silt and consequent weed growth. Alongside traditional maintenance techniques such as blockage removal, desilting and routine vegetation management the WMA are able to utilise a number of sustainable maintenance techniques to improve conveyance and reduce the long term maintenance liability of priority watercourses. These techniques include the installation of woody features, channel re-profiling, import of gravels and tree planting with the ultimate goal to encourage the watercourse to become self-maintaining.

The river corridor and floodplain habitats throughout the restoration reach supports a range of semi-natural habitats including semi-improved grassland, marginal vegetation, tall herb, scrub, trees and wet ditches. A number of protected species such as water vole, bats, white clawed crayfish, otter and a selection of breeding bird species are likely to be present on site. Water Vole displacement mitigation was undertaken along the river bank at the location of woody deflectors and berms to allow these to be tied into the bank.

There are no designated sites within the working area. However, Whitwell Common SSSI (upstream) and the River Wensum SSSI and SAC (Downstream) are both within 2km. Natural England were consulted on the

proposals, but no HRA was needed. The scheme gained support from the Environment Agency River Restoration and Biodiversity Specialists and the local Natural England officer.

A bespoke Flood Risk Activity Environmental Permit for construction works was secured from the EA after demonstrating that the scheme would not cause additional flood risk.

1.6 Water Vole Returns

The annual Water Vole returns list was made to Natural England by 31 January 2018 to ensure compliance with the IDB Water Vole Class Licence.

1.7 Norfolk Mink Control Project

The annual Norfolk Mink Control Project Newsletter is available to view at the link below. The Norfolk Boards of the WMA continue to contribute toward this valuable project.

<https://thenorfolkproject.org.uk/wp-content/uploads/2018/04/Newsletter-2017-v1.1.pdf?x73860>

2. Meetings and training

25 January 2018

The Environment Officer (EO), Helen Mandley attended the Introductory Ecological Clerk of Works training in Birmingham. The course was run through CIEEM Chartered Institute of Ecology and Environmental Management.

26 January 2018

The EO, Helen Mandley attended the White Clawed Crayfish meeting at Norfolk Rivers Trust office, Bayfield Estate. The location of new arc sites need to be identified now that some new populations of crayfish have been affected by disease.

28 March 2018

The EO Helen Mandley attended the Norfolk Mink Management Project meeting at the Broads Authority Office.

25 April 2018

The EM attended the Norfolk Biodiversity Information Service Steering Group meeting.

3. Licence or assent applications made during this period

License / Assent / Habitat Regulations Assessment	Applied	Granted
Billingford lakes Habitat Regulations Assessment and letter of assent	08 Jan 2018	10 Jan 2018
Turf Common Habitat Regulations Assessment and letter of assent	11 Jan 2018	22 Jan 2018
Waste Exemption, Near Matlaske, Norfolk, D7 burning waste	26 Jan 2018	N/A
River Nar Castle Acre water vole and bird mitigation for river restoration SSSI assent letter	09 Feb 2018	13 March 2018

Twyford blockage removal habs regs and letter of assent	14 Feb 2018	20 Feb 2018
Habitat Regulations Assessment Swannington Beck, Attlebridge.	15 Feb 2018	18 Feb 2018
Habitat Regulations Assessment Phase 3 River Wensum (Helhoughton- Confluence of Tatt)	15 March 2018	29 March 2018
SSSI Assessment Phase 3 River Wensum (Helhoughton- Confluence of Tatt)	15 March 2018	29 March 2018
River Nar West and East Lexham water vole mitigation, erosion bank repair SSSI assent letter	21 March 2018	04 April 2018
River Nar Environmental permit for moving spoil at Castle Acre	17 April 2018	
PSCA for Giant Hogweed, River Bure including two IDB drains	25 April 2018	26 April 2018



Water Management Alliance
INTERNAL AUDIT REPORT
2017/18

April 2018

Contents:

1. Executive Summary
 2. Overall Conclusion
 3. Acknowledgements
 4. Detailed Observations, Recommendations and Agreed Actions
- APP 1 Agreed Terms of Reference

1. Executive Summary

The audit of the Water Management Alliance and the constituent Internal Drainage Boards was carried out by Kathy Woodward for the year 2017-18. This Executive Summary sets out our overall conclusion on the system reviewed, and summarises the key recommendations arising. A copy of the Terms of Reference for this audit is attached as **Appendix 1**.

Regulation 5 of the Accounts and Audit Regulations 2015 requires that '*A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance*'. The completion of this internal audit fulfils that role.

It should be noted that any system of internal control is designed to manage risk to a reasonable level, and therefore Internal Audit cannot provide absolute assurance against loss. As well as being effective, controls need to be proportionate to the risk involved and not overburden the organisation with excessive costs.

The Water Management Alliance provides administration and management services to the five constituent Internal Drainage Boards, namely Broads, King's Lynn, East Suffolk, Norfolk Rivers and South Holland. During the financial year 2016-17 the Alliance entered into a contract to provide administration and management services to the Pevensey and Cuckmere Water Level Management Board for a period of two years.

New guidance was issued on 30th March 2018 by the Joint Practitioners' Advisory Group (JPAG), '*Governance and Accountability for Smaller Authorities in England – A Practitioners Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements, March 2018*'. Although the new guide does not become mandatory until the 2018/19 financial reports are prepared, the Water Management Alliance has decided on early adoption on a voluntary basis. With this in mind the auditor has considered the effect the new guidance would have on the required internal audit and has concluded that essentially the work remains the same. Therefore the audit has been undertaken in line with previous years, based on the 2007 guidance. Audit work has included review of the procedures and systems of control in place at the Water Management Alliance and considered if they were effective and being applied as intended. Sample testing was carried out on elements as considered necessary by the auditor in order to substantiate the application of the control.

As part of the audit a follow-up was carried out on the recommendations raised in last year's report. Most of the recommendations made have been implemented. There is one recommendation still outstanding in relation to the finance system's lack of control around issuing of unique reference numbers with only a minor risk arising as a consequence.

2. Overall Conclusion

In conclusion, the procedures used at the Water Management Alliance are simple but effective, and appear to be carried out diligently by all staff concerned. Controls are

working as expected. There has been significant improvement in the controls since last year which has been noted. However, there are some aspects that can be improved and details of recommendations can be found in Section 4 together with the actions agreed with the Chief Executive.

The overall level of assurance attributed to the system is:

Substantial Assurance	A sound system of internal control, but there are a few weaknesses that could put achievement of system objectives at risk.
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The observations and recommendations are detailed in Section 4. Each recommendation is allocated a priority as defined below:

High	Major risk requiring action by the time the final report is issued.
Medium	Medium risk requiring action within six months of the issue of the draft report.
Low	Matters of limited risk. Action should be taken as resources permit.

3. Acknowledgements

We would like to express our thanks for their assistance and co-operation to:

Mary Creasy, Personal Assistant (CEO)

Sallyanne Jeffrey, Finance Officer

Trish Walker, Finance Assistant

Graham Tinkler, Rating Officer/Site Warden

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>1. Bank Reconciliation</p> <p>Observation</p> <p>Bank reconciliations are carried out weekly, as per Financial Regulations. Evidence is presented to the Chief Executive each month in the form of a cash flow statement.</p> <p>There were a number of occasions where the dates on the cashbook reconciliation did not tie back to the bank statements being reconciled. The information contained within the report was correct.</p> <p>There were some occasions where there was no reconciliation contained within the folder. This was the result of a printing failure. The Sage 200 system only allows the printing process to be undertaken once and if the printer fails the results cannot be reproduced and are effectively 'lost'.</p> <p>Consequence</p> <p>Monthly reconciliations are carried out correctly but this is not always evidenced.</p> <p>The method of carrying out the bank reconciliation is thorough but the supporting reports from Sage are not always printed due to printer failure.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Agree to save reconciliation reports to a pdf, so if a printer failure occurs the reports can be retrieved. This could aid with moving towards paperless reconciliations, reducing printing costs and storage space. 	Low	<p>Agreed.</p> <p>A pdf copy of the reconciliations will be saved to an electronic folder.</p> <p>Finance Officer</p>

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>2. Financial Regulations</p> <p>Observation</p> <p>Weaknesses in the finance system were also observed around the allocation of reference numbers for invoices. There is no 'unique' identifier parameter meaning that many different invoices can be allocated the same reference number and also the second reference where the invoice number received from the supplier would be populated is also not unique. The means that there is no system control over paying duplicate invoices.</p> <p>Consequence</p> <p>1) Duplicate invoices could be processed as there is no system control in place to prevent this happening. Each transaction cannot be identified individually by its reference (transaction) number causing confusion.</p> <p>Recommendation</p> <p>1) Finance Officer to speak to finance system advisors about 'unique' reference numbers and if this can be incorporated into the system upgrade.</p>	<p>1) Low</p>	<p>Agreed</p> <p>Speak again to Finance System Advisors about a possible upgrade/change in accounting software.</p> <p>Finance Officer / Chief Executive</p>

<p>Internal Audit Services</p>	<p>Borough Council of King's Lynn & West Norfolk</p> 
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WATER MANAGEMENT ALLIANCE

**INTERNAL AUDIT
TERMS OF REFERENCE
2017-18**

1. INTRODUCTION

1.1 This document sets out the strategy and plan for the audit of the Water Management Alliance for the year 2017-18.

1.2 Section 6 of The Accounts and Audit Regulations 2015 states that '*The relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control*'.

1.3 Internal Audit is defined as '*an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.*'

Public Sector Internal Audit Standards, April 2017

1.4 The Internal Auditor will work in accordance with the Public Sector Internal Audit Standards (PSIAS) adopted by CIPFA from April 2017 and thus will be able to provide the review required by the Regulations.

1.5 The authority of the Internal Auditor is established in the Financial Regulations.

1.6 The audit work will concentrate on records and systems used by the Water Management Alliance, who provide the financial and administrative functions for:

- Broads (2006) IDB
- East Suffolk IDB
- King's Lynn IDB
- Norfolk Rivers IDB
- South Holland IDB.
- Pevensey & Cuckmere Water Level Management Board

As such, this work will enable the auditor to complete the Annual Governance and Accountability Returns for all six Boards.

2. OBJECTIVES AND SCOPE OF THE AUDIT

2.1 The work of the Internal Auditor will be guided by 'Governance and Accountability in Internal Drainage Boards in England – A Practitioners Guide (Rev March 2018)'.

2.2 In order to be able to complete section 4 of the Electronic Annual Governance and Accountability Return for 2018 the auditor will consider the following:

- A. The Accounting Records
To ensure that the accounting system is accurate, complete and timely, and that data input is being verified appropriately.
- B. Financial Regulations and Standing Orders
To ensure that they are current and are being adhered to.
- C. Risk Management processes
To ensure that management review the Risk Register on a regular basis and that risk is being identified and actively managed in a proportionate manner.

D. Budgetary Controls

To ensure that the budgets are prepared on a realistic basis and are monitored throughout the year and any variations are investigated, with corrective action being taken if necessary.

E. Income Controls

To ensure that processes are in place and functioning correctly to collect, record and bank income in full and on time.

F. Petty Cash Procedures

To ensure petty cash provisions are reasonable, used in accordance with Financial Regulations and adequate records are kept of payments made.

G. Payroll Controls

To ensure that remuneration to employees and Board Members is calculated correctly and in accordance with the levels agreed by the Board, and that all HMRC requirements are complied with.

H. Asset Management

To ensure that there are satisfactory processes in place to maintain the register and check for accuracy.

I. Bank Reconciliation

To ensure that periodic and year-end bank account reconciliations were properly completed and verified.

J. Year-end Procedures

To ensure that the appropriate accounting basis have been used to prepare the year-end accounting statements and that figures contained in the statements can be verified by reference to working papers and accounting records.

2.3 Any recommendations and issues arising from the previous audit will also be followed up to establish if they have been implemented or if there is a satisfactory explanation for non-implementation.

2.4 Contained within the scope of work described above it is implied that the auditor will have due regard for Value for Money considerations and the potential for fraud.

3. TASKS

3.1.1 The project tasks are to:

- Establish if the procedures recorded as part of the audit for 2017-18 remain the same and document any changes that may have taken place.
- Perform tests to establish that systems are operating in accordance with the procedures and that good practice is being complied with.

Internal Audit Services

- Assess strengths and weaknesses of the systems operated and the levels of financial and management risk.
- Discuss the results with the Chief Executive and make recommendations as appropriate, which will be communicated to the Boards by means of a report.
- Complete Section 4 of the Electronic Annual Governance and Accountability Return for 2017-18.

4. WORK PLAN

4.1 The audit will be undertaken by
Miss Kathy Woodward,
Shared Internal Audit Manager, Borough Council of King's Lynn and West Norfolk.

4.2 The audit has been allocated 5 days, which will be utilised as follows:

Task	Time
Confirm existing procedures and record any changes. Undertake a follow-up of actions agreed from the audit report for the year 2016-17.	0.5
Testing – to establish that processes are being applied as intended.	3.5
Conclusions and discussion	0.5
Completing the Return and reporting if required.	0.5

5.0 AGREEMENT

	Signature	Date
Phil Camamile Chief Executive, Water Management Alliance
Kathy Woodward Shared Internal Audit Manager Borough Council of King's Lynn and West Norfolk

From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ended: 31 March 2018

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	76,680	76,680	0	76,680	76,680	0
1	Special Levies issued by the Board	296,774	296,774	0	296,774	296,774	0
2	Highland Water Contributions from EA	128,743	131,374	2,631	128,743	131,374	2,631
	Grants Applied	782,525	146,248	-636,277	782,525	146,248	-636,277
3	Income from Rechargeable Works	11,157	305,129	293,972	11,157	305,129	293,972
	Investment Interest	0	3,589	3,589	0	3,589	3,589
	Development Contributions	0	0	0	0	0	0
5	Other Income	142,930	158,237	15,307	142,930	158,237	15,307
Total Income		£1,438,809	£1,118,032	-£320,778	£1,438,809	£1,118,032	-£320,778
<u>Less Expenditure</u>							
6	Capital Works	784,525	146,248	638,277	784,525	146,248	638,277
7	Precept Contributions to EA	64,094	64,093	1	64,094	64,093	1
8	Maintenance Works	459,049	480,146	-21,097	459,049	480,146	-21,097
9	Administration Charges	136,540	128,696	7,844	136,540	128,696	7,844
3	Cost of Rechargeable Works	0	255,978	-255,978	0	255,978	-255,978
4	Net Deficit/(Surplus) on Operating Accounts	0	-14,123	14,123	0	-14,123	14,123
Total Expenditure		£1,444,208	£1,061,040	£383,170	£1,444,208	£1,061,040	£383,170
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
Net Surplus/(Deficit)		-£5,399	£56,992	£62,391	-£5,399	£56,992	£62,391

From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ended: 31 March 2018

NOTES	BALANCE SHEET AS AT 31-3-2018	OPENING BALANCE £	MOVEMENT THIS YEAR £	CLOSING BALANCE £
10	Fixed Assets			
	Land and Buildings	40,959	-999	39,960
	Plant and Equipment	30,287	-6,899	23,388
	Shared Consortium Assets	0	0	0
		71,246	-7,898	63,348
	Current Assets			
11	Bank Account	143,703	96,960	240,663
12	Trade Debtors	7,656	95,021	102,677
13	Work in Progress	0	0	0
14	Term Deposits	900,000	-200,000	700,000
15,16	Drainage Ratepayers and Special Levies Due	2,048	142	2,190
	Prepayments	0	0	0
17	Prepayments to WMA	10,734	-32,655	-21,921
	VAT Due	10,293	-10,293	0
	Grants Due	0	0	0
		1,074,434	-50,825	1,023,609
	Less Current Liabilities			
	Trade Creditors	0	10,502	10,502
	Accruals	12,358	-3,788	8,570
	Drainage Rates/Special Levies paid in advance	0	1,070	1,070
	Finance Leases	0	0	0
	Payroll Controls	0	0	0
		12,358	7,784	20,142
	Net Current Assets	1,062,076	-58,609	1,003,467
	Less Long Term Liabilities			
19	Pension Liability	129,000	-4,000	125,000
	Net Assets	£1,004,322	-£62,507	£941,815
20	Reserves			
	Earmarked			
	General Reserve	497,982	56,992	554,974
18	Grants Reserve	347,812	-123,499	224,313
21	Development Reserve	181,569	0	181,569
22	Plant Reserve	65,000	0	65,000
		1,092,363	-66,507	1,025,856
	Non-Distributable			
23	Revaluation Reserve	40,959	0	40,959
19	Pension Reserve	-129,000	4,000	-125,000
		-88,041	4,000	-84,041
	Total Reserves	£1,004,322	-£62,507	£941,815

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ended: 31 March 2018

Note Notes to the Accounts

- 1 Special Levies due from constituent Billing Authorities are as follows:

	Y-T-D	Y-T-D
	BUDGET	2017/18
Breckland District Council	47,518	47,518
Broadland District Council	70,954	70,954
King's Lynn and West Norfolk Borough Council	18,048	18,048
North Norfolk District Council	94,686	94,686
Norwich City Council	5,298	5,298
South Norfolk District Council	60,270	60,270
	296,774	296,774

- 2 The EA Highland Water Claim for 2017/18 is due to be paid by the Environment Agency (EA) to the Board in 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).

- 3 Rechargeable work includes professional supervision and contracting services to the Broads and East Suffolk IDBs.

- 4 Net Deficit/(Surplus) on Operating Accounts is made up as follows:

	Y-T-D	Y-T-D
	BUDGET	2017/18
Labour Operations Account	0	1,836
Mobile Plant Operations Account	0	-15,958
	0	-14,123

Detailed operating surpluses/(deficits) for the Labour Operations Account and each item of mobile plant are shown in the Labour and Mobile Plant Operations Reports, which can be made available to members on request.

- 5 Other income is made up as follows:

	Y-T-D	Y-T-D
	BUDGET	2017/18
Shared Income from WMA	137,430	156,212
Insurance Claims	0	0
Sundry Income	5,000	0
Summons Costs	500	2,025
	142,930	158,237

- 6 The gross cost of each capital scheme is approved by the Board annually and detailed on the schedule of capital works as managed by the Project Engineer, which can be made available to members on request. The Grants Due/(Unapplied) also correspond with the figures shown on the Balance Sheet. The Executive Committee scrutinise this Report every year.

- 7 The EA Precept due for 2017/18 is payable to the EA on 31 May and the other half is payable to them on 30 November. The Board has no idea where or how this money is spent.

- 8 Detailed maintenance operations are approved by the Board annually and shown on the Operations map, together with the schedule of maintenance works for each catchment, which can be made available to members on request. Expenditure is analysed as follows:

	Y-T-D	Y-T-D
	BUDGET	2017/18
Labour Charges	109,499	102,229
Plant Charges	8,848	8,261
Materials	1,051	981
Contractors	156,045	145,684
Plant Hire & Transport	282	263
Direct Works	275,724	257,417
Technical Support Staff Costs	173,375	206,445
Other Technical Support Costs	2,100	1,997
Biodiversity Action Plan Costs	7,850	14,287
Maintenance Works	459,049	480,146

- 9 Administration charges reflect the Board's share of consortium expenditure (excluding technical support costs). Detailed expenditure is monitored by the Consortium Management Committee and the Board every three months:

From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ended: 31 March 2018

Note Notes to the Accounts

	Y-T-D BUDGET	Y-T-D 2017/18
Administration Staff Costs	95,418	92,913
Other Administration Costs	39,623	33,500
Drainage Rates AV Increases/(Decreases)	500	828
Depreciation Kettlewell House	999	999
Sundry Debtors written off	0	0
Sundry Expenses	0	216
Settlement Discount	0	241
	136,540	128,696

10 TANGIBLE FIXED ASSETS

Cost	Land and Buildings	Plant and Equipment	Total
Opening Balance as at 1-4-2017 b/fwd	49,950	90,644	140,594
(+) Additions	0	0	0
(-) Disposals	0	0	0
(=) Closing Balance as at 31-3-2018 c/fwd	49,950	90,644	140,594
Depreciation			
Opening Balance as at 1-4-2017 b/fwd	8,991	60,356	69,347
(+) Depreciation Charge for year	999	6,899	7,898
(-) Accumulated Depreciation written out on disposal	0	0	0
(=) Closing Balance as at 31-3-2018 c/fwd	9,990	67,256	77,246
Net Book Value as at 31-3-2017	40,959	30,287	71,246
Net Book Value as at 31-3-2018	39,960	23,388	63,348

Full details of all movements during this year are recorded in the Board's Fixed Assets Register, which can be made available to members on request. 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.

- 11 Additional sums are now being invested on the short term money market to maximise the return on the working balances, in accordance with the Board's Investment Policy. The Bank Account is reconciled as follows:

	2016/17	2017/18
Opening Balance as at 1-4 b/fwd	69,133	143,703
(+) Receipts	1,356,819	1,325,008
(-) Payments	-1,282,249	-1,228,049
(=) Closing Balance as at 31-3-2018 c/fwd	143,703	240,663
Balance on Statement as at 31-3-2018	225,232	271,468
Less: Unpresented payments	-81,529	-30,805
Add: Unpresented receipts	0	0
Closing Balance as at 31-3-2018 c/fwd	143,703	240,663

- 12 Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors
<=30 days	65,124	4
>30 days and <=60 days	10,800	1
>60 days and <=90 days	0	0
>90 days	26,752	2
	102,677	7
>90 days	Amount	Inv. Date Originator
DU0001	281	20/11/2017 Operations Engineer
EA0001	26,471	14/06/2016 Highland Water

From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ended: 31 March 2018

Note Notes to the Accounts

26,752

13 Work in Progress is currently made up of the following jobs:

Customer	Amount	Comp. Date	Originator
RIMNR01	0	Ongoing	Operations Engineer
	<u>0</u>		

14 Term Deposits are currently as follows:

Financial Institution	Capital	Investment Date	Maturity Date	Variable Interest Rate
Natwest Treasury Reserve Deposit	400,000	26/10/2017	26/10/2018	0.56%
West Bromwich Building Society	300,000	02/02/2018	30/04/2018	0.42%
	<u>700,000</u>			

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

16 There are currently 42 Ratepayers that have not paid their Drainage Rates for 2017/18, as compared to 37 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2016/17	2017/18
Arrears b/fwd	6,224	2,048
Drainage Rates for the year	75,171	76,680
Special Levies for the year	290,942	296,774
New Assessments	1,139	576
Value Increases (Decreases)	-1,140	-576
Payments Received	-370,805	-374,273
Settlement Discount	0	-241
Returned/(Represented) amounts	231	0
Irrecoverables and write offs	-2,090	-993
Summons collection costs	1,650	2,175
Adjustments	726	19
Arrears c/fwd	<u>2,048</u>	<u>2,190</u>

17 Prepayments represent the amount that has been paid to the WMA in advance, which will be used by the WMA to pay the Board's share of consortium expenditure during the next reporting period.

18 Grants Reserve

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

	2016/17	2017/18
SCH03 Giant Hogweed Project	3,792	3,792
SCH02 River Wensum Restoration Project WLMP	1,233	1,233
SCH07 River Nar Litcham to Lexham Hall Lakes	760	760
SCH04 River Nar East Lexham Lakes Bypass	-216	0
SCH12 River Wensum Resoration Scheme	101,200	57,578
SCH13 River Nar Restoration Scheme 4 Year	267,365	157,249
SCH15 Strategic Modelling and Restoration Project	-16,500	0
SCH25 WFD Maintenance Improvements PSCA	-9,822	3,701
	<u>347,812</u>	<u>224,313</u>

19(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 2018.

19(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 £1,908,000 as at 31 March 2018 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 26 January 2017.



From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ended: 31 March 2018

Note Notes to the Accounts

- 20 The Reserves are managed in accordance with the Capital Financing and Reserves Policy, as approved by the Board on 21 January 2015. This policy is available for viewing on the Board's website.
- 21 The purpose of the Development Reserve is to reduce the impact on drainage rates and special levies 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 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 fund in part improvement works that are necessary because of development.
- 22 The purpose of this Reserve is to reduce the impact on drainage rates and special levies as and when equipment is bought and sold, in accordance with the plant renewals programme. Depreciation is its primary source of income, which largely comes from drainage rates/special levies in the form of plant charges included within the maintenance budget, together with any profits on disposal. Changes in hourly charge out rates are determined by the Operations Manager and the Chief Executive. Expenditure is determined by the Board, following recommendations made by the Chief Executive and Operations Manager.
- 23 This Revaluation Reserve has arisen from the revaluation of the Board's share of Kettlewell House on 31 March 2009 (approx. 10%).

Related Party Transactions

- 24 Mr D Papworth is the Chairman of the Norfolk Rivers IDB. He has been paid £2,041.67 Chairman's Allowance during the year.
- 25 The Board has paid B J Goose a sum of £5,547.00 for plant/labour hire upto 31/03/18. The Board's Operations Manager is related to Ben Goose.
- 26 The Board uses Rating Software for the collection of Drainage Rates known as DRS. The software was developed by Mr P J Camamile, the Chief Executive, and is supported 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 31-3-2018.

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ended: 31 March 2018

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
1	Balances brought forward		
	General Reserve	403,582	497,982
	Development Reserve	177,792	181,569
	Plant Reserve	65,000	65,000
	Revaluation Reserve	49,950	40,959
	Grants Reserve	508,984	347,812
	Pension Reserve	-82,000	-129,000
	As per Statement of Accounts	1,123,308	1,004,322
	(-) Fixed Assets and Long Term Liabilities		
	Long Term Liabilities	0	0
	Pension Liability	-82,000	-129,000
	Net Book Value of Tangible Fixed Assets	55,958	71,246
		-26,042	-57,754
	(=) Adjusted Balances brought forward (Net Current Assets)	1,149,350	1,062,076
2	(+) Rates and Special Levies		
	Drainage Rates	75,172	76,680
	Special Levies issued by the Board	290,942	296,774
	As per Statement of Accounts	366,114	373,454
3	(+) All Other Income		
	Grants Applied	400,202	146,248
	Highland Water Contributions	122,203	131,374
	Income from Rechargeable Works	179,959	305,129
	Investment Interest	5,553	3,589
	Development Contributions	3,777	0
	Other Income	124,864	158,237
	Profit/(Loss) on disposal of Fixed Assets	0	0
	As per Statement of Accounts	836,558	744,577
	(+) Additional Income from Sale of Fixed Assets		
	Capital Cost of disposals	0	0
	Less: Accumulated depreciation written out	0	0
		0	0
	(+) Grants Applied to Grants Received Conversion		
	(-) Grants Applied	-400,202	-146,248
	(+) Grants Received	239,029	22,750
		-161,172	-123,498
	(=) Adjusted Other Income	675,385	621,079
4	(-) Staff Costs		
	Labour Operations Account	141,033	165,023
	Shared Technical Support Staff Costs	144,773	206,445
	Shared Administration Staff Costs	90,455	92,913
		376,261	464,381

From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ended: 31 March 2018

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
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	430,908	146,248
	Maintenance Works	354,324	480,146
	Environment Agency Precept	64,830	64,093
	Administration Charges	138,338	128,696
	Cost of Rechargeable Works	150,086	255,978
	Net Deficit/(Surplus) on Operating Accounts	-25,001	-14,123
	Pension Interest Cost/(Expected Return on Assets)	0	0
	As per Statement of Accounts	1,113,485	1,061,040
	(-) All Other Expenditure (Non Cash)		
	Plant and Equipment	9,707	6,899
	Buildings	0	0
	Depreciation on Kettlewell House (including in admin. Exp.)	999	999
	Pension Interest Cost/(Expected Return on Assets)	0	0
		10,706	7,898
	(-) Staff Costs now reported in Box 4	376,261	464,381
	(+) Capitalised Additions		
	Land and Buildings	0	0
	Plant and Equipment	25,995	0
		25,995	0
	(=) Adjusted Other Expenditure	752,513	588,761
7	(=) Balances carried forward		
	General Reserve	497,982	554,974
	Development Reserve	181,569	181,569
	Plant Reserve	65,000	65,000
	Revaluation Reserve	40,959	40,959
	Grants Reserve	347,812	224,313
	Pension Reserve	-129,000	-125,000
	As per Statement of Accounts	1,004,322	941,815
	(-) Fixed Assets and Long Term Liabilities		
	Long Term Borrowing	0	0
	Pension Liability	-129,000	-125,000
	Net Book Value of Tangible Fixed Assets	71,246	63,348
		-57,754	-61,652
	(=) Adjusted Balances carried forward (Net Current Assets)	1,062,076	1,003,467
8	Total Cash and Short Term Investments		
	Cash at Bank and in Hand	143,703	240,663



From: 01 April 2017
To: 31 March 2018

Period To: 12
Year Ended: 31 March 2018

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
	Short Term Investments	900,000	700,000
	As per Statement of Accounts	1,043,703	940,663
9	Total Fixed Assets and Long Term Assets (Net Book Value)		
	Land and Buildings	40,793	39,960
	Plant and Equipment	29,137	23,388
	Shared Consortium Assets	0	0
	As per Statement of Accounts	69,930	63,348
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 2017
To: 31 March 2018

Period To: 12
Year Ended: 31 March 2018

BOX NO.	ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2018	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
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7, 8	RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2016/17 RESTATED (£)	ACTUAL 2017/18 £
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7	Balances carried forward (adjusted)	1,062,076	1,003,467
	(-) Deduct: Debtors and Prepayments		
	Trade Debtors	7,656	102,677
	Work in Progress	0	0
	Drainage Rates and Special Levies Due	2,048	2,190
	Prepayments	0	0
	Prepayments to WMA	10,734	-21,921
	Vat Due from HMRC	10,293	0
	Grants Due	0	0
		30,731	82,946
	(+) Add: Creditors and Payments Received in Advance (<= 1 Year)		
	Trade Creditors	0	10,502
	Accruals	12,358	8,570
	Drainage Rates/Special Levies paid in advance	0	1,070
	Finance Leases	0	0
		12,358	20,142
	(=) Box 8	1,043,703	940,663
8	(=) Total Cash and Short Term Investments		
	Cash at Bank and in Hand	143,703	240,663
	Short Term Investments	900,000	700,000
		1,043,703	940,663

P J CAMAMILE MA FCIS
CHIEF EXECUTIVE

17 MAY 2018

S JEFFREY BSc (Hons) FCCA
FINANCE OFFICER

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- **all smaller authorities*** where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- **any other smaller authorities that either:**
 - are unable to certify themselves as exempt; or
 - have requested a limited assurance review.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 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** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to 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 **before 2 July 2018**.
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 requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

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

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

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 Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *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 Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return 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 prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return 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 explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish 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.

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 have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
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 from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed 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 is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		

*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

NORFOLK RIVERS INTERNAL DRAINAGE BOARD

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 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	Agreed? Please choose one of the following		
	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 and year-end bank account reconciliations were properly carried out.	✓		
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. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

29/3/18 - 27/4/18

Name of person who carried out the internal audit

Kathy Woodward

Signature of person who carried out the internal audit

Kathy Woodward

Date

30/4/18

*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 2017/18

We acknowledge as the members of:

NORFOLK RIVERS INTERNAL DRAINAGE BOARD

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, 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	<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

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

Chairman

Clerk

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

Section 2 – Accounting Statements 2017/18 for

NORFOLK RIVERS INTERNAL DRAINAGE BOARD

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	Restated 1,149,350	1,062,076	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	366,114	373,454	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	675,385	621,079	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	376,261	464,381	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
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	752,513	588,761	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	1,062,076	1,003,467	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	1,043,703	940,663	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	69,930	63,348	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	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

S. JULLERY

Date

08 05 18

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

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Section 3 – External Auditor Report and Certificate 2017/18

In respect of **NORFOLK RIVERS INTERNAL DRAINAGE BOARD**

1 Respective responsibilities of the body and the auditor

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 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

(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 2017/18

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 2018.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

NORFOLK RIVERS IDB

SCHEDULE OF PAID ACCOUNTS

Payment Date from: 01/01/2018

Payment Date to: 31/03/2018

<u>NAME</u>	<u>DETAILS</u>	<u>% COST RECOVERABLE</u>	<u>AMOUNT PAID THIS PERIOD</u>
Acle Garden Machinery	Chainsaw	0	269.97
AM Ground Maintenance	Chainsaw works	100	1,080.00
Anglia Farmers	Rechargeable Works	0	417.61
Atkins Ltd	PAR Preparation	100	12,186.00
Beatbush Fencing	Stock Fencing	0	8,366.51
Broads (2006) IDB	Recharge Work	100	8,738.32
C J Spares Ltd	Antifreeze/Parts	40	615.75
Clarke Hydraulics	Hydraulic Hoses	0	139.20
Ernest Doe & Sons Ltd	Tools/Supplies	0	23.98
Enforcement Bailiffs Ltd	Bailiffs Fees	0	124.00
Environment Agency	Flood Risk Activity Permit	100	290.00
GDR Sales Ltd	Plant/Labour Hire	38	85,595.41
B J Goose Digger Hire	Unblocking Culvert	0	180.00
Halls Power Equipment	PPE	0	223.96
Inland Revenue	PAYE	0	5,643.94
Mervyn Lambert Ltd	Plant Hire/Servicing	0	480.00
Keith Langdon	Water Vole Surveys	100	546.00
Norfolk Pension Fund	Superannuation	0	5,121.13
Rocksure Systems	Lone Worker SONIMs	0	129.60
Vodafone Ltd	Mobile Phone Charges	0	97.44
WMA	Staff Recharges/Materials	0	70,985.03
Wildlife Conservation Partnership	Barn Owl Recovery Project	0	2,000.40

Please note that the amounts shown above include VAT

£203,254.25

**NORFOLK RIVERS 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)	(1) Reduction in, or insufficient finance, grant and income (2) EA may cease to pay highland water contributions 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 asset management plan	3	3	9 →	Explore alternative funding streams
	(3) EA is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or the works are undertaken to a reduced specification	Potential overtopping into IDD in severe weather events and cost implications of managing the increase in water	2	3	6 →	Develop Investment Plan with key stakeholders
	(4) EA is no longer willing or	Will limit the Board's ability to fulfil its statutory	2	3	6 →	PSCA in place between IDB/EA, effective 2017/18 to undertake

**NORFOLK RIVERS 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)
	able to carry out work on Main Rivers	function				<p>maintenance works on some sections of main river identified by the IDB's Project Engineer that will provide benefit to IDB watercourses.</p> <p>Continue to encourage the EA to demand lengths of less strategically important main river for the IDB to adopt and maintain</p>
	(5) Maintenance works constrained by the Water Framework Directive legislation and Habitat Regulations Assessment and onus of proof sits with IDBs	IDB could incur penalties/fines	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</p> <p>Regular SMO update training for employees</p> <p>Pursue funding from all available sources</p>
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities,	(6) Planning Authorities ignore advice provided by Board,	Potential for increased flood risk	2	3	High 6 →	Get involved with each constituent Planning Authority to better integrate/ coordinate planning and flood risk management issues

**NORFOLK RIVERS 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)
which have the potential to increase flood risk	<p>which leads to increased flood risk</p> <p>(7) Lack of staff resources results in turning a blind eye to Byelaw/Land Drainage Act infringements and contraventions or failure to collect development contributions and commuted sums</p> <p>(8) Potential for developers to allow SUDs to be managed by private companies who may allow them to fall into disrepair through lack of long term maintenance</p>	<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>				<p>Board comments made on planning applications are available on each Planning Authority's website</p> <p>Planning/Enforcement issues reported at Board and Committee meetings</p> <p>Lobby LPAs to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs</p> <p>Promote IDB services for adoption of SUDs in planning consents to ensure they are maintained in perpetuity</p> <p>The Board approved a SUDs adoption and charging policy at its meeting on 26 January 2017</p> <p>Liaise with Local Authorities about the introduction of IDB Byelaws outside the IDD</p> <p>Increased resource following appointment of WMA Flood and Water</p>

**NORFOLK RIVERS 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>Manager in November 2017 and dedicated WMA Eastern Flood and Water Officer in December 2017.</p>

Risk Assessment Matrix (From the Risk Management Strategy and Policy as approved 26 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.

Norfolk Rivers IDB

Distributed to:

Members

Bambridge S G
Bannock C H Mrs
Birkbeck H C
Borrett W
Borthwick J
Bracey J
Broome P
Carrick J F (Vice-Chairman)
Cator H G
Carrick P H
Everett G
Foster N W D
Foulger C
Green A R Mrs
Hannah B J
Hester S
Labouchere J P
Legg N
Little M R
Monument L Mrs
Moore P
Mutimer G T
Oldfield J F
Papworth P D (Chairman)
Pearce N
Sayer M J
Shaw S
Watson E Mrs
Wilbourn R

Officers

Bloomfield G
Brown G
Camamile P J
George P
Jeffrey Miss S
Laburn Ms C
Philpot M

Norfolk Rivers IDB
24 May 2018