

A MEETING OF THE SOUTH HOLLAND INTERNAL DRAINAGE BOARD WAS HELD IN THE BOARD ROOM, MARSH REEVES, FOXES LOWE ROAD, HOLBEACH, LINCOLNSHIRE ON TUESDAY, 9 MAY 2017 AT 10.30 AM.

Elected Members	Appointed Members
J L van Geest	South Holland D C
N J Grundy	* F Biggadike
* A G Hay	S M Booth
* S A R Markillie	* Ms T Carter
* J Perowne	P Coupland
* I Stancer	P Foyster
* S R Taylor	* M Howard
* R C Thompson	* M Seymour
* J W Ward	* Mrs E Sneath
* D R Worth	J Tyrrell
	P M Walls
	South Holland D C/ Boston B C
	A Casson
	* Present (62%)

Mr D Worth in the Chair

In attendance:

Mr P J Camamile (Chief Executive), Mr K L J Vines (District Engineer/Health and Safety Officer),
Mr A D Price (Operations Manager/Health and Safety Supervisor)
and Mrs M Creasy (minutes)

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23/17	APOLOGIES FOR ABSENCE	
23/17/01	Apologies for absence were received on behalf of Messrs S M Booth, A Casson, P Coupland, P Foyster, J L van Geest, N J Grundy, J Tyrrell and P Walls.	
24/17	DECLARATIONS OF INTEREST	
24/17/01	Mr A D Price, Operations Manager declared an interest in respect of the payment to R Price Plastering recorded in the Schedule of Paid Accounts, due to his paternal relationship with Richard Price. RESOLVED that this be noted.	

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<p>24/17/02 Mrs E Sneath declared an interest in all items concerning Lincolnshire County Council due to her role as a Lincolnshire County Councillor. RESOLVED that this be noted.</p>	
<p>25/17 MINUTES OF THE LAST BOARD MEETING</p>	
<p>25/17/01 The minutes of the last Board meeting held on 8 February 2017 were approved and signed as a true record.</p>	
<p>26/17 MATTERS ARISING FROM THE MINUTES</p>	
<p>26/17/01 Common Works Programme/Partnership Working (07/17/04)</p>	
<p>The District Engineer reported that the Local Drainage Group meetings chaired by Lincolnshire County Council had now been resumed following the benefits of these having been raised at ADA Lincs Branch and Local Strategy Group meetings. A meeting of the Local Drainage Group was scheduled for 11 May 2017 with representatives from the Local Authorities and Lincolnshire IDBS expected to attend. RESOLVED that this be noted.</p>	
<p>26/17/02 Residential Development of land off Fen Road, Holbeach (12/17/03)</p>	
<p>The District Engineer reported that he was in discussion with Local Authority Planners about the potential development of land on the opposite side of the Board's Holbeach river watercourse to the proposed development off Fen Road and would update the Board in due course. RESOLVED that this be noted.</p>	<p>KLJV</p>
<p>26/17/03 Replacement footbridge and irrigation pipe crossing Lutton Leam Drain (12/17/05)</p>	
<p>The District Engineer reported that he had informed the applicant of the Board's decision to refuse Byelaw 10 consent due to health and safety concerns, for an irrigation pipe encased in a steel channel to replace the existing wooden footbridge across the Board's Lutton Leam watercourse and the Board's requirement for the applicant to remove that footbridge already in situ. RESOLVED that this be noted.</p>	
<p>27/17 OPERATIONS REPORT</p>	
<p>27/17/01 The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
<p>27/17/02 Slip/Drain Improvements (1.7)</p>	
<p>The Operations Manager reported that at the time of this meeting the</p>	

construction/repair works to the lower berm on the east bank of the South Holland Main Drain were 90% completed. RESOLVED that this be noted.

27/17/03 Health and Safety (3.1)

Members were apprised of the incident on 10 April 2017 in which a member of the Board's workforce sustained an injury to the shoulder whilst lifting piping. A report had subsequently been submitted to HSE RIDDOR and the two workforce members had been re-briefed on working in accordance with the manual handling risk assessment. All workforce members receive regular training on manual handling and as a result of this incident received a manual handling toolbox talk and re-issue of the generic manual handling risk assessment. RESOLVED that this be noted.

28/17 ENGINEERING REPORT

28/17/01 The Engineering Report, (a copy of which is filed in the Report Book), was considered in detail and approved. Arising therefrom:

28/17/02 Grant Aid Applications (1.3)

Members recorded their thanks to the District Engineer for his considerable time and effort spent in securing grant aid funding as set out in his report for Donningtons pumping station refurbishment,(for the weedscreen cleaner only), Sutton St James pumping station refurbishment and Westmere pumping station and sluice refurbishment, (strategy for business case development).

28/17/03 The District Engineer reported that he would be issuing invitations to tender for the works on the Sutton St James scheme before the next Board meeting and due to the shortage of suppliers handling fish/eel friendly pumps he may have to limit the invitation to tender to two rather than the three that is recommended in the Board's Financial Regulations. RESOLVED that this be noted.

28/17/04 It was agreed and thereby RESOLVED to give the Board's delegated authority to the Chairman, Vice-Chairman and Plant and Development Committee Chairman to consider the tenders received and award the contract for the Sutton St James scheme prior to the next Board meeting.

**28/17/05 Exeter Drain North, Spalding
Piping and improvement downstream of Halmergate (1.4.2)**

Members considered the District Engineer's report on his site meeting with the Board Chairman and Spalding Academy in February 2017 to discuss the Board's proposed improvements to the open section of drain running between the playing fields of both Spalding Academy and Spalding High School. At this meeting the poor

condition of the watercourse and the partially blocked weedscreen at the southern end was discussed and subsequently agreed to propose that the Board considers piping the 120m of open watercourse immediately upstream rather than regrade and widen this section, (as previously agreed by the Board).

28/17/06	It was considered that piping this section of watercourse would be positive for both schools since it would increase the playing field area and although it would provide a reduced water storage capacity compared to an open channel, it would negate the need for annual cutting and regular weedscreen maintenance. It was proposed by the Chairman, seconded by Mr F Biggadike and carried unanimously to approve the piping of the 120m section of open watercourse with 1.2m diameter plastic pipe, providing the removal of the trees on the west bank, (including the mature willows), went ahead, (as previously stipulated by the Board as part of the original improvement works), to eliminate the risk of tree roots damaging the pipeline. RESOLVED that this be noted.	KLJV
28/17/07	It was agreed that due to the additional £75,000 cost that would be incurred by piping this section of watercourse this scheme would be extended from a 4 to 5 year programme in order for the Board to accommodate the additional expenditure. RESOLVED that this be noted.	KLJV
28/17/08	It was recorded that at the time of this meeting agreement had yet to be reached with both Spalding Academy and Spalding High School for the removal of all trees on the west bank. RESOLVED that this be noted.	KLJV
28/17/09	<p>Proposed adoption of watercourse Mill Dyke Branch, Cowbit (4.1)</p> <p>Members considered the adoption of the 160m section of watercourse running adjacent to the 68m section of watercourse, (already adopted by the Board at its February 2017 meeting), in the Cowbit triangle. It was agreed and thereby RESOLVED to adopt this 160m section of watercourse.</p>	
28/17/10	<p>Policy for raising buried inspection chambers on Board pipelines (4.2)</p> <p>(i) Members considered the complaint received from Mr Bland together with the Board's response sent by the Chairman and letter of concern from a neighbouring resident, all of which were subsequent to the Board's resolution made at its 8 February 2017 meeting to continue its modification of buried inspection chambers by raising them to ground level as and when these are discovered, which had been communicated to Mr Bland. Members considered also the offer of a compromise that had been made to Mr Bland on the Board's behalf, whereby the inspection chambers on his land would remain below ground level, (where they have been for forty years without the Board</p>	

having need to access them) on condition that the Board had planned access to inspect these chambers on a twenty year cycle, the additional cost of the chamber being buried rather than on the surface would be borne by Mr Bland, (or his successor), with no compensation payable by the Board and subject to Mr Bland entering into the Board's Deed of Indemnity. At the time of this meeting no response to this offer had been received from Mr Bland.

- (ii) It was agreed to withdraw the offer of compromise as set out above, but to instead propose to Mr Bland that the number of inspection chambers be reduced to 2/3 or to remove the inspection chambers altogether from Mr Bland's land, if this was technically feasible, with Mr Bland contributing towards the cost of these options should it be higher than the cost to the Board of raising the inspection chambers to ground level. It was agreed to advise Mr Bland that if this proposal was rejected the Board would revert to its original intention per its policy to raise all four inspection chambers to ground level. RESOLVED that this be noted.

KLJV

28/17/11 Access along F43 Lowland Drain (4.6)

- (i) Members considered the complaint received Mr P Neaverson concerning access to his field via the access track running adjacent to the Board's F43 Lowland Drain which was impeded by the conifers along the other side of the track, forcing traffic closer to the Board's watercourse, which in turn was destabilising the bank of the watercourse.
- (ii) This issue had previously been raised with the Board in August 2013 when it had resolved that the owner of the conifers should keep the trees trimmed back in order to maintain a clear access width of 4m on the track.
- (iii) Members considered that the Board's priority was to retain the integrity of the watercourse bank and to therefore respond more formally to both Mr Neaverson and the owner of the conifers. It was agreed and thereby RESOLVED that the Board would:
- Fill and re-seed the ruts in the grass track as soon as possible;
 - Formally write to the owner of the conifers reminding him of the August 2013 agreement requiring him to maintain a 4m clear access width along the track and ensuring that the owner signs the Board's Deed of Indemnity agreeing to this;
 - Formally advise the owner of the conifers that failure to comply with maintaining the 4m clear access strip and will result in the Board enforcing the Byelaw 10 9m access that will necessitate the owner removing the conifers completely.
 - Write to Mr Neaverson advising the Board's decision to undertake

KLJV

remedial works to the grass track and make it clear that any future damage to the track must be repaired by him at his own cost to ensure the integrity of the bank of the F43 Lowland Drain watercourse is not compromised.

29/17 ENVIRONMENTAL REPORT

29/17/01 The Environmental Report was considered in detail and approved, (a copy of which is filed in the Report Book). There were no matters arising.

30/17 PLANNING REPORT

30/17/01 The Planning Report was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

30/17/02 Appointed member for South Holland District Council, Ms T Carter declared an interest in respect of planning item 7.1.1 for consideration due to the property being registered for sale with her estate agency. RESOLVED that this be noted.

**30/17/03 Application for relaxation of Byelaw 10
Replacement garage at Tonan Cottage, Roman Bank, Holbeach Bank (7.1.1)**

Members considered the application for the relaxation of Byelaw 10 to permit the erection of a replacement garage on the same site as the existing derelict garage, approximately 3m from the high priority, Board maintained P62 Old Peartree Drain. Members considered that the existing derelict, non-residential building had been in situ for a number of years, making it difficult to challenge a replacement in the same location. It was therefore agreed to consent relaxation of Byelaw 10 subject to:

- The replacement garage to be situated as close to the original footprint as possible, and certainly no closer to the brink of the watercourse than the existing garage.
- The replacement garage to be de-mountable in nature, so as to be easily removed if called upon to do so by the Board.
- The foundations for the replacement garage to be designed by a suitably qualified, independent structural engineer, to ensure the structure does not have an adverse impact on the Board maintained watercourse, or vice versa.
- The applicant entering in to the Board's Deed of Indemnity for the development in the usual manner, including paying all costs incurred by the Board in preparing and executing that document

and lodging a copy with HM Land Registry.

30/17/04 It was agreed that the District Engineer should look at the future plans in general for this particular area. RESOLVED that this be noted.

KLJV

**30/17/05 Application for relaxation of Byelaw 10
Installation of removable steel free span footbridge over Rouses Drain Connection at East of England Shooting Ground, Peartree Hill Road, Holbeach St Johns (7.1.2)**

Members considered the application for the relaxation of Byelaw 10 for the installation of a removable, steel free span footbridge passing over the Board-owned high priority Rouses Drain Connection running through the East of England Shooting Ground in Peartree Hill Road, Holbeach St Johns.

Given that one of the Board's objectives is to remove all free span bridges from its watercourses Members considered that approval would be consented only if the bridge was designated solely for pedestrian use with no vehicular access and it was agreed and thereby RESOLVED to consent the relaxation of Byelaw 10 subject to:

- The bridge to be designated solely for pedestrian use and this to be included in the Board's Deed of Indemnity.
- The applicant entering in to the Board's Deed of Indemnity for the bridge, including paying all costs incurred by the Board in preparing and executing that document and lodging a copy with HM Land Registry. The Deed to absolve the Board from any liability should the bridge be damaged as part of the Board's operations and to absolve the Board of any liability for pedestrians crossing the bridge.
- An as built drawing of the bridge to be supplied to the Board.
- The bridge to extend a minimum of 1 metre either side the brink of the watercourse.
- The applicant to be responsible for the maintenance, upkeep, and any future replacement of the bridge, i.e. the future liability for the bridge will not be commuted to the Board.
- The applicant to be responsible for upgrading the bridge if necessary in the future, in line with future policies, and requirements from the Board, eg. the Board widening the watercourse.
- The applicant agreeing to move the bridge at short notice if at any time the Board require it to be temporarily moved in order to carry

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<p>out its operations.</p> <ul style="list-style-type: none"> The bridge to be removed at the applicant's cost if at any future time it becomes redundant, or the Board no longer wish it to cross their property. 	
<p>30/17/06 It was agreed and thereby RESOLVED that the applicant be asked to remove the existing wooden plank crossing the watercourse on the East of England Shooting Ground as it does not comply with health and safety requirements.</p>	<p>KLJV</p>
<p>30/17/07 Application for relaxation of Byelaw 10 Residential development at 184 Fleet Road, Fleet Hargate (7.1.3)</p> <p>(i) Members considered the application for the relaxation of Byelaw 10 for a proposed residential development site located adjacent to the Board-maintained high priority K04 Devils Hill Drain where the developer was hoping to either pipe, (at its own cost), the length of Devils Hill Drain adjacent to the site and relax the 9m Byelaw distance down to 6m from the nearest point of the pipe, for the rear boundary fences or, leave the watercourse in its current state as an open channel with the 6m boundary measured from the brink of the drain.</p> <p>(ii) Given that the Board's culverting policy is to pipe a watercourse where it is deemed to be the only viable option, which was not the case for this application, the Board agreed and thereby RESOLVED to approve Byelaw consent for the application for the residential development site subject to the rear fence boundary being the full 9m from the brink of the drain due to the limited access for Board machines on the other side of the watercourse, coupled with the fact that the proposed development was on a greenfield site. This consent would be subject also to:</p> <ul style="list-style-type: none"> The rear boundary fence being installed 9m from the brink of the drain as a means of demarcation between property gardens and the Board's access strip, and the property owners adjacent to the strip being legally bound to keep and maintain the fence in good repair and replace as necessary in the future. The applicant entering into the Board's Deed of Indemnity for the development in the usual manner, including paying all costs and fees incurred by the Board in the preparation and execution of said Deed, and lodging a copy with the Land Registry. <p>(iii) It was agreed that the District Engineer should consult with LCC Highways to ascertain if it has any concerns over highway safety at this location regarding the open watercourse and whether it had any preference over piping the watercourse or keeping it open. Should LCC Highways have any concerns it was agreed that the Board would reconsider its position. RESOLVED that this be noted.</p>	<p>KLJV</p>

30/17/08 Surface Water Development Contribution Rate 2017/18 (7.2.1)

It was agreed and thereby RESOLVED to approve the WMA Consortium Management Committee recommendation to increase the surface water development contribution rate with effect from 1 April 2017 to £75,500 per impermeable hectare.

30/17/09 Delegated Consents (7.2.4)

The delegated Byelaw consents granted by the Chief Executive's Committee under its delegated authority were considered in detail and approved.

31/17 INTERNAL AUDIT REPORT 2016/17

31/17/01 The Internal Audit Report for 2016/17 including the three 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's responses and completion dates, (copies of which are filed in the Report Book), were considered in detail and approved. Arising therefrom:

31/17/02 The Chief Executive apprised members that the King's Lynn and West Norfolk Borough Council now shared its internal audit service with Fenland District Council and as a result of this the WMA Member Boards' internal audit had been undertaken by a new manager of the King's Lynn and West Norfolk Borough Council Shared Internal Audit Services, Kathy Woodward.

31/17/03 Members considered and approved the changes to the Board's Financial Regulations as recommended by the Consortium Management Committee at its meeting on 30 March as a result of the phishing emails sent to the WMA on 5/6 December 2016, and reported in the observations and recommendations arising from the Internal Audit Report 2016/17. RESOLVED that this be noted.

31/17/04 The substantial level of assurance awarded by the Internal Auditor on conclusion of the audit was noted.

32/17 APPOINTMENT OF INTERNAL AUDITOR FOR 2017/18

32/17/01 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 2017/18.

**33/17 ANNUAL RETURN YEAR ENDING 31 MARCH 2017:
SECTION 1 ANNUAL GOVERNANCE STATEMENT**

33/17/01 The Chief Executive apprised members of the requirements for the Annual Return for 2016/17 in accordance with The Accounts and Audit Regulations 2015 and the circulation from ADA on 3 April 2017 of the March 2017 issue of the Governance and Accountability for Smaller Authorities in England Practitioners Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements.

33/17/02 The Annual Governance Statement shown in Section 1 of the South Holland IDB Annual Return for the year ended 31 March 2017 was considered in detail and approved by the Board.

34/17 FINANCIAL REPORT YEAR ENDING 31 MARCH 2017

34/17/01 The Financial Report for the year ending 31 March 2017 was considered in detail and approved, (a copy of which is filed in the Report Book). Arising therefrom:

34/17/02 The Board's notional pension liability as calculated by the Local Government Pension Scheme Actuary and included on the Board's Balance Sheet had increased by £692k as at 31 March 2017. RESOLVED that this be noted.

**35/17 ANNUAL RETURN YEAR ENDING 31 MARCH 2017:
SECTION 2 ACCOUNTING STATEMENTS**

35/17/01 The Accounting Statements shown in Section 2 of South Holland IDB's Annual Return for the year ended 31 March 2017 were considered in detail and approved. RESOLVED that this be noted.

**36/17 DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF
PUBLIC RIGHTS**

36/17/01 In accordance with the Accounts and Audit Regulations 2015, the responsibility for setting the date for the exercise of public rights to inspect the accounts now resides with the Board's Responsible Finance Officer rather than the external auditor. It was agreed to publish notice on the Board's website and display it in the office reception that the Accounts year ending 31 March 2017 would be available for inspection for the 30 working day period commencing 12 June 2017 and ending 21 July 2017. RESOLVED that this be noted.

37/17 SCHEDULE OF PAID ACCOUNTS

37/17/01 The Schedule of Paid Accounts for the period of 1 January 2017 to

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<p>31 March 2017, totalling £391,099.02 was considered in detail and approved, (a copy of which is filed in the Report Book). There were no matters arising.</p>	
<p>38/17 MATERIAL CHANGES TO RISK REGISTER</p>	
<p>38/17/01 Members considered the risk register for those risks with a risk assessment matrix score of ≥ 6. Arising therefrom.</p>	
<p>38/17/02 It was agreed to update the risk register to include the reinstatement of the Local Drainage Group meetings. RESOLVED that this be noted.</p>	MEC
<p>39/17 CORRESPONDENCE</p>	
<p>39/17/01 Messrs S A R Markillie and J Ward left the meeting at this point.</p>	
<p>39/17/02 National Audit Office Report on IDBs and ADA's response</p> <p>Members considered the National Audit Office Report on IDBs, (published March 2017), to be very critical of both IDBs and Defra, although it appeared to have reported on ADA more positively. The report's main criticisms of IDBs were focussed on governance and oversight arrangements, which appeared to have been based on the findings of one IDB. Members considered the report not applicable to the majority of IDBs in England and not at all representative of the WMA Member Boards. The Chairman expressed his disappointment in ADA's response to this report and recorded that he was therefore pleased that ADA intended to send a further, more robust response in support of its IDB membership, which would be followed by a response from the WMA on behalf of its Member Boards. RESOLVED that this be noted.</p>	
<p>40/17 NEXT MEETING DATE</p>	
<p>40/17/01 The next meeting would take place on 1 August 2017 at 9.00 am followed by a tour of works inspection. The Chairman would confirm by 23 May 2017 whether or not the invitation to the inspection would be extended outside the Board membership.</p>	
<p>41/17 JOINT MEETING OF SOUTH HOLLAND ANGLING COMMITTEE AND HOLBEACH AND DISTRICT ANGLING CLUB</p>	
<p>41/17/01 A date for a meeting prior to the start of the fishing season would be confirmed by email.</p>	
<p><i>Post meeting note: the annual joint meeting of South Holland IDB Angling Committee and the Holbeach and District Angling Club was</i></p>	

confirmed for 8 June 2017.

42/17 ANY OTHER BUSINESS

42/17/01 Nitrate Vulnerable Zones (NVZs)

The Chairman recorded his thanks to Mr J Perowne who, together with the Chairman had, on behalf of a group of fifteen farmers sharing the £5,000 cost, challenged the EA's classification of a section of the Holbeach and Whaplode River as a nitrate vulnerable zone arising from agricultural activity. The pollution here had in fact been caused as a result of pollutants from a nearby travellers' site and Anglian Water sewage treatment works. RESOLVED that this be noted.

42/17/02 Plant

Mr M Seymour recorded the availability of an EA dragline which North Level IDB had recently purchased as a result of the works it was undertaking within a public sector cooperation agreement, (PSCA) with the EA.

43/17 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC WITH LEAVE OF THE CHAIRMAN

43/17/01 There were no members of the Public present at today's meeting.

44/17 CONSORTIUM MATTERS

44/17/01 The unconfirmed minutes of the last Consortium Management Committee meeting held on 31 March 2017 were considered in detail and approved. Arising therefrom:

44/17/02 Pay Increase 2017/18 (12/17/06)

It was agreed and thereby RESOLVED to approve the WMA CMC recommendation, (which was per the ADA Lincolnshire Pay and Conditions Committee agreement with Unison), to award an inflationary increase of 1% consolidated to direct employees annual salaries and wages and all other emoluments plus a 0.4% unconsolidated bonus, with effect from 1 April 2017. Consideration of the Chief Executive's report on salaries and wages would be considered under confidential business. RESOLVED that this be noted.

44/17/03 WMA (16/17/01)

Members were asked to note and the Chairman recorded on behalf of the South Holland IDB, the Board's satisfaction with its ten year

membership of the WMA Consortium of IDBs. RESOLVED that this be noted.

44/17/04 Schedule of Paid Accounts

The WMA Schedule of Paid Accounts for the period 1 December 2016 to 28 February 2017 totalling £167,510.48 as approved at the Consortium Management Committee meeting on 31 March 2017, was considered in detail and adopted by the Board. There were no matters arising.

44/17/05 Financial Report

The WMA Financial Report for the period 1 April 2016 to 28 February 2017, as approved at the Consortium Management Committee meeting on 31 March 2017 was considered in detail and adopted by the Board. There were no matters arising.

44/17/06 Issues for discussion at the next CMC Meeting

There were no specific issues raised by Members that would require discussion at the next Consortium Management Committee meeting on 30 June 2017.

45/17 CONFIDENTIAL BUSINESS

45/17/01 It was agreed and thereby resolved to exclude the public for 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.

OPERATIONS REPORT

1 MAINTENANCE WORKS

1.1 HAND RODING

The Board's workforce has started hand roding in watercourses not accessible by roding machinery.

1.2 MUDDING WATERCOURSES

The following watercourses have been mudded in this reporting period.

<u>LOCATION/DRAIN</u>	<u>LENGTH (m)</u>
Fleet	2,355
Gedney	2,405
Hurnfields	2,430
Kings Creek Branch	875
Kings Creek	3,520
Priestfields	3,200
Roman Bank	1,020
South Holland Main	3,250
Stockwell Gate	525
Wheatmere	420

1.3 NEW ACCESS WORKS/CULVERT REPAIRS

The following culverts have been constructed in private side dykes and Board's drains to improve access for mechanical roding equipment and Health and Safety.

<u>LOCATION/DRAIN</u>	<u>DIAMETER (mm)</u>	<u>LENGTH (m)</u>
Chapel	900	9
Kings Creek	600	12
Kings Creek	450	12
Lawyers	2,400	8
Lawyers	300	9
Stockwell Gate	300	9

1.4 CLEANSING/INSPECTING PIPELINES AND CULVERTS

The following pipelines and culverts have been cleansed/jetted/surveyed in this reporting period.

<u>LOCATION</u>	<u>REMARKS</u>	
Fleet River	Jetted	ADC x 1
Gedney	Jetted	ADC x 2
Gedney	Cleaned	SHIDB x 2
Holbeach St Marks	Jetted	ADC x 9
Hurnfields	Cleaned	SHIDB x 1
Kings Creek Branch	Jetted	ADC x 1
Kings Creek	Jetted	ADC x 2
Kings Creek	Cleaned	SHIDB x 1
Kings Creek Branch	Cleaned	SHIDB x 1
Lapwater	Jetted	ADC x 3
Lawyers	Jetted	ADC x 6
Lawyers	Cleaned	SHIDB x 2
Priestfields	Jetted	ADC x 5
Roman Bank	Jetted	ADC x 4
Roman Bank	Cleaned	SHIDB x 1
Stockwell Gate	Jetted	ADC x 1
Washway Road	Jetted	ADC x 5

1.5 BUSHING/TREE TRIMMING

Bushing and tree trimming has taken place along the following watercourses.

<u>DRAIN</u>	<u>DRAIN</u>
Beggars Bush	Kings Creek Branch
Brick Pits	Main Road, Weston
Clowacre	Old Exeter
Delgate	Roman Bank
Green Dyke	South Holland Main Drain
Holbeach River	Stockwell Gate
Kings Creek	

1.6 RUBBISH

The following list shows the amount of rubbish removed from the Board's drains during this reporting period.

<u>LOCATION</u>	<u>REMARKS</u>
Delgate (near Magpie Corner-roadside)	Old arm chair, washing machine
Huntsgate (roadside)	1 car tyre
King Johns (roadside)	11 car tyres, 2 car seats, door panels
Kings Johns (side of new road)	51 car tyres
Gedney Enclosure (roadside)	Settee, household rubbish (3 bags)
Main Drain (Peartree and Donningtons Bridge)	Kids toys, old household rubbish
Shepeau Stow (roadside-Rose Turners grass field)	Old settee

1.7 SLIPS/DRAIN IMPROVEMENTS

Work has started on construction/repair of the lower berm on the east bank of the South Holland Main Drain between Wisbech Road bridge and Sutton Bridge Sluice. (see photos below)





1.8 PUMPING STATIONS

1.8.1 LITTLE HOLLAND

New track rollers have been fitted to the weedscreen carriage at Little Holland pumping station by Shoebridge Engineering.

2 **EMPLOYEES**

2.1 SICKNESS

A total of 60 working days have been lost in this reporting period, 51 days are accountable to one employee who has had a hip replacement.

3 **HEALTH AND SAFETY**

3.1 ACCIDENTS

An accident occurred on 10 April 2017 when one of the Board's workforce was injured while lifting a pipe with another member of staff in the storage shed at Marsh Reeves. He was lifting the pipe over some obstacles and the pallet he was standing on gave way. The downward force of the pipe on his shoulder fractured his collar bone.

The accident has been reported to RIDDOR.

Both members of the workforce involved have been given health and safety memorandums on how they should have carried out the lifting of the pipe in accordance with our manual handling risk assessments.

All members of staff have received a manual handling tool box talk and have been re-issued with the generic risk assessments for manual handling.

All members of staff are booked on a manual handling course through our training provider.

3.2 NEAR MISSES

There have been no near misses in this reporting period.

3.3 FIRE EXTINGUISHERS

All the Board's fire extinguishers have been serviced.

3.4 LIFTING GEAR

All the Board's lifting gear has been checked by the Board's Insurance Company.

4 **RECHARGEABLE WORKS**

4.1 J PUTTERILL AND SON

J Putterill and Son have paid £768.00 + VAT for excavator and operator hire.

4.2 LINCOLNSHIRE COUNTY COUNCIL

Lincolnshire County Council have paid £1,100.00 + VAT for drainage improvements at Peppermint junction on the A17 at Holbeach.

ANDY PRICE
OPERATIONS MANAGER

ENGINEERING REPORT

1 CAPITAL WORKS

1.1 PROVISION OF WEEDSCREEN CLEANERS AT LAWYERS, PEARTREE HILL, DONNINGTONS, AND SUTTON ST JAMES PUMPING STATIONS

The retaining wall and foundation blocks for the new weedscreen cleaner at Lawyers Pumping Station have been constructed in readiness for the installation. Work is due to start shortly at Peartree Hill Pumping Station to prepare the site.

1.2 TELEMETRY

The CCTV camera order, as discussed at the last meeting, has been placed with Lee Dickens for implementation over the coming months.

1.3 GRANT AID APPLICATIONS

The grant applications listed below were finally agreed by the Environment Agency in March and the grant aid amounts shown have now been received by the Board.

Scheme	Grant Approved	Grant claimed/ received
Donningtons Pumping Station refurbishment (weedscreen cleaner only)	£77,000	£77,000
Sutton St James Pumping Station refurbishment	£99,000	£99,000
Westmere Pumping Station and Sluice refurbishment (strategy for business case development)	£30,000	£10,000

1.4 EXETER DRAIN NORTH, SPALDING

1.4.1 REMEDIAL WORKS TO PIPELINE UPSTREAM OF HALMERGATE (JOINT SCHEME WITH LCC)

The Board's construction of a new inspection chamber, to facilitate the LCC's continued jetting/camera survey of the remainder of the pipeline, commenced in the last week of April. It is hoped that the LCC will be able to continue with the jetting over the summer period so that the extent of the necessary remedial works can be ascertained. The cost of the manhole construction is part of the Board's previously agreed £100,000 contribution towards the remedial works to the pipeline.

1.4.2 PIPING AND IMPROVEMENT DOWNSTREAM OF HALMERGATE

Further to the last report, a site meeting was held in February with the Spalding Academy (late Gleed School) to discuss the proposed improvement work on the open section of drain which runs between the playing fields of the Academy and the Spalding High School.

The Academy was agreeable to having the proposed widening of the watercourse on their side of the channel, and permanently moving their existing fence, which is currently situated on the brink line, 6m back to provide the Board with an access strip alongside the open channel to facilitate future maintenance.

Whilst on site, the generally poor condition of the watercourse was noted, and the weedscreen at the southern end was found to be partially blocked, causing a hold up of water. The possibility of extending the proposed length of piping to include this section was discussed, the conclusion being that this piping option would be presented to the Board for consideration, see below:

Options for improvement of 120m of watercourse in between the school playing fields:

OPTION	COST	PROS & CONS
<p>Option 1 (as previously agreed at the Nov 2016 meeting)</p> <ul style="list-style-type: none"> • Improve open section of watercourse – regrade and widen. • Secure access strip alongside for maintenance. • Remove trees on west bank (including mature Willows). 	<p>£25,000</p>	<p>Pros</p> <ul style="list-style-type: none"> • Will provide additional storage capacity for heavy rainfall events. • Access strip will allow for better levels of maintenance in the future. • Removal of trees will reduce amount of organic matter entering the drainage system and improve machine access. <p>Cons</p> <ul style="list-style-type: none"> • Section of open watercourse left “out on a limb” for maintenance as considerable lengths either side will be piped.
<p>Option 2</p> <ul style="list-style-type: none"> • Pipe this open section of watercourse with 1.2m dia plastic pipes as proposed immediately upstream. • Remove trees on west bank (including mature Willows). 	<p>£100,000</p>	<p>Pros</p> <ul style="list-style-type: none"> • The piping of this length will alleviate the requirement for annual cutting of this drain and the regular maintenance of the weedscreen. • Removal of trees will eliminate risk of roots damaging pipeline. <p>Cons</p> <ul style="list-style-type: none"> • Piping this length will further reduce available storage capacity in the drainage system for heavy rainfall events.

If the Board resolve that Option 2 is the preferred option, it is recommended that the scheme be extended by a year from a 4 year to a 5 year programme, to accommodate the additional £75,000 expenditure.

It should be noted that both options include the removal of the trees on the west bank, and that no agreement has yet been reached with the Spalding High School concerning this.

With regard to the planned work on this scheme for this financial year, 100m of 1.2m dia plastic pipe have been delivered to site in readiness for installation during the school summer holidays. This years work will start at the southern end of Exeter Drive, heading northwards.

2 MAINTENANCE WORKS

2.1 CLEANSING OF OPEN WATERCOURSES AND PIPELINES

Since the last meeting, H02 Benderslough Drain has been added to the list of watercourses for de-silting during the 2017/18 financial year, which appeared in the last report.

3 SLUICES

3.1 SUTTON BRIDGE SLUICE

Sutton Bridge Sluice is currently being operated to maintain the water level in the South Holland Main Drain at a level of 0.20m ODN.

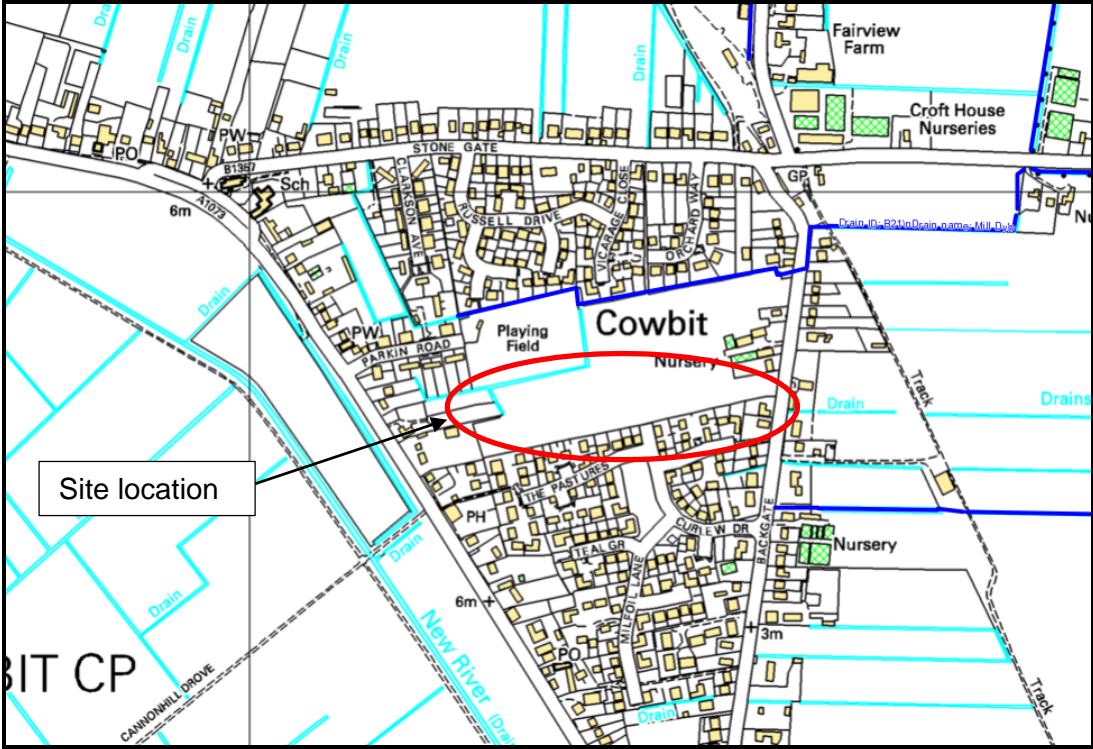
4 GENERAL

4.1 PROPOSED ADOPTION OF WATERCOURSE – MILL DYKE BRANCH, COWBIT

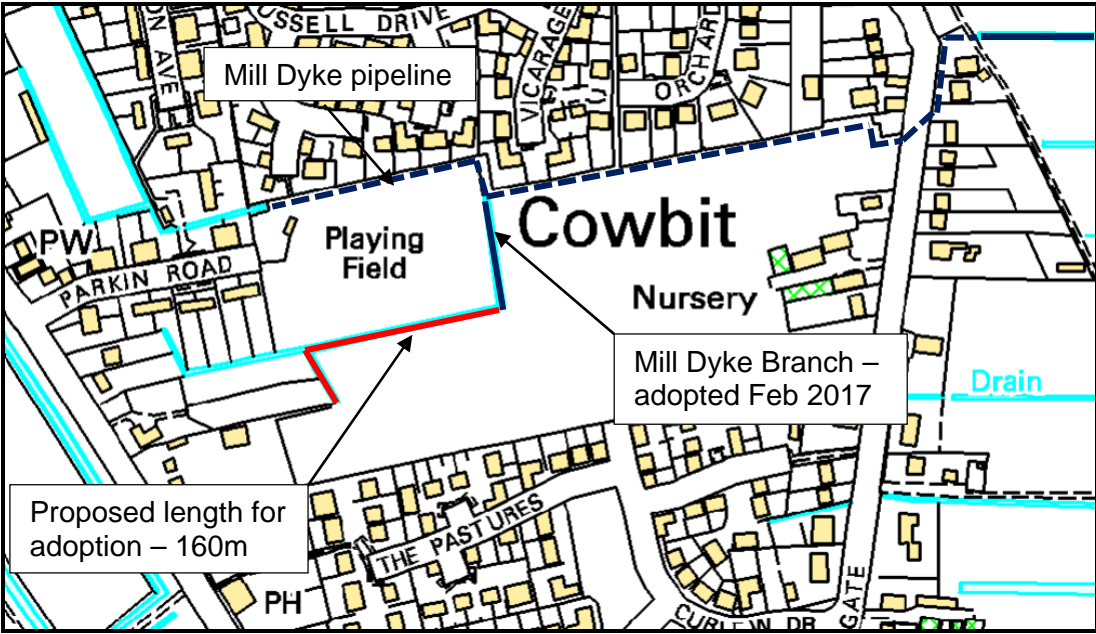
Following on from the adoption of 68m of watercourse in the Cowbit triangle at the February Board meeting, the adjoining land is now proposed for development, and as such it is recommended that the Board consider adopting the length of watercourse shown red on the plan below to protect this drainage route post development.

The prospective developer has been consulted with regard to the possibility of the Board adopting this watercourse, and is prepared to modify their site layout to accommodate a 9m access strip. Some work would be required to be undertaken on the drain but the cost of this would be more than covered by the Surface Water Development Contribution generated by the site.

It is therefore recommended that the 160m length of watercourse shown red on the plan below should be adopted with immediate effect.



Location plan



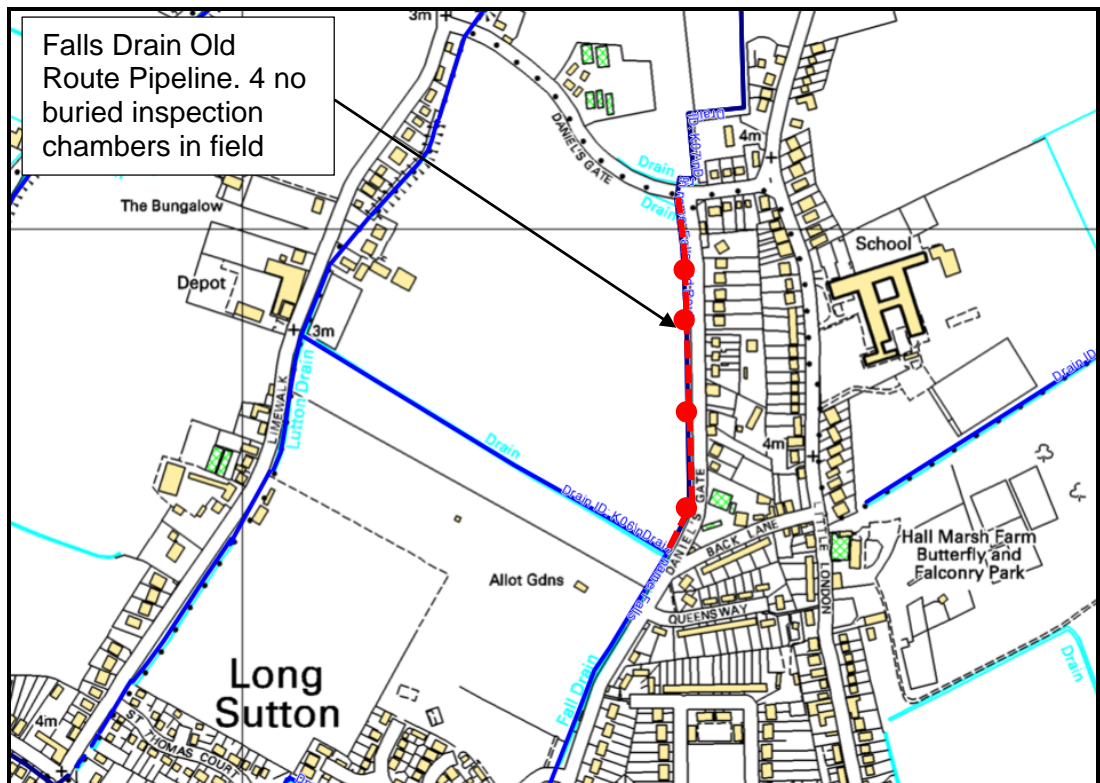
Proposed adoption - 160m of watercourse

4.2 POLICY FOR RAISING BURIED INSPECTION CHAMBERS ON BOARD'S PIPELINES – MR BLAND, LONG SUTTON

At the last meeting, the Board resolved to continue to raise the buried inspection chambers to ground level in Mr Bland's field off Daniels Gate, Long Sutton. Mr Bland was informed of this decision, and responded by sending in a letter of complaint. A reply was then sent to Mr Bland by the Board's Chairman. This correspondence can be seen in Appendix A of this report. A letter of concern was then received from a neighbouring resident. This can be seen in Appendix B of this report along with the response.

No response to the Chairman's letter was received, so Mr Bland was contacted prior to the Board meeting to establish his views. He made it clear that he is still adamant that the manholes should not be built up to the surface, but rather buried again as they were previously. Subsequently, he wrote in a second letter, dated 23 April 2017, which can also be seen in Appendix A.

As no resolution has been achieved with Mr Bland, this matter has been brought back to the Board for discussion.



Fall Drain Old Route pipeline – 4 no buried inspection chambers in field

4.3 LCC PURCHASE OF BOARD'S LAND AS PART OF A17/A151 PEPPERMINT JUNCTION ROAD IMPROVEMENT

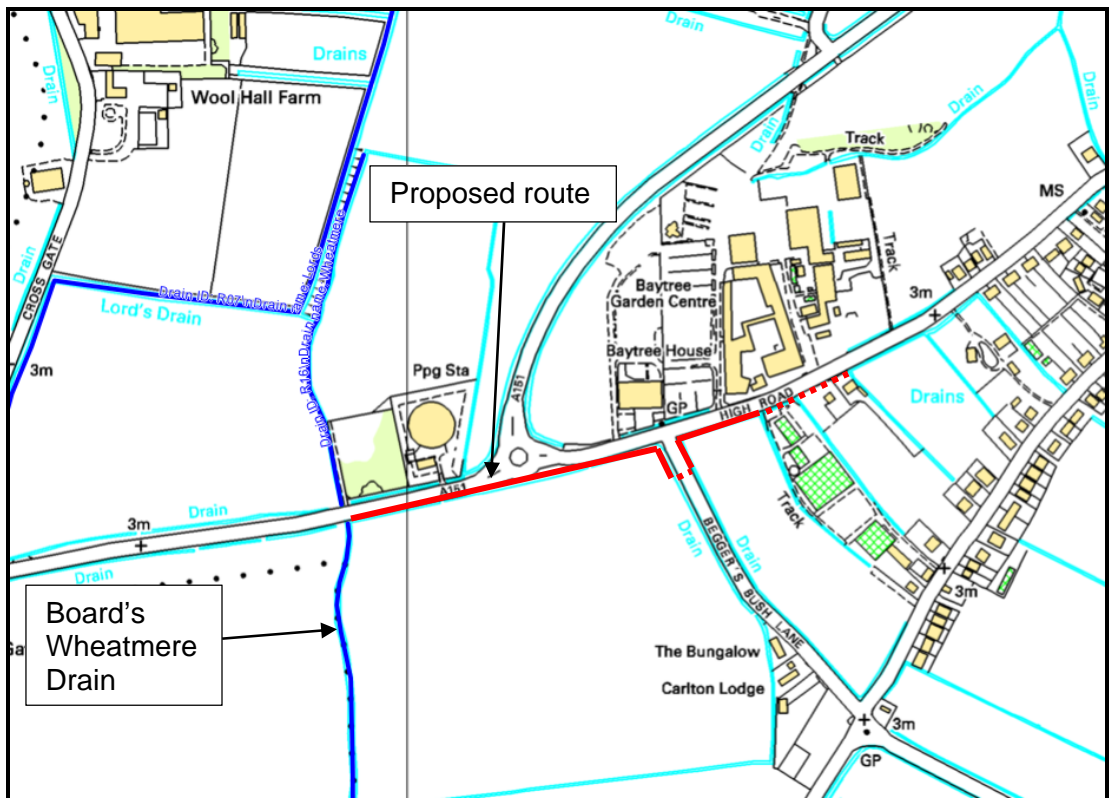
Land forming part of the Holbeach New River, which will be incorporated in to the new roundabout on the A17 at Peppermint Junction, has been purchased from the Board by the Lincolnshire County Council at a cost of £3,750.

4.4 BELL ROW FRESHWATER FEED PROPOSED IMPROVEMENT

The Welland and Deepings IDB Engineer has consulted with the landowners adjacent to Bell Row Freshwater Feed regarding the proposed improvement and possible adoption by the W&DIDB. The proposals have not been opposed, and the matter of adoption is to be discussed further at W&DIDB's next meeting. If approved, details regarding costs for adoption should be available for report at the August Board meeting for consideration.

4.5 DRAINAGE IMPROVEMENT FOR THE WESTERN SIDE OF WESTON

Affected landowners have been informed of the Board's proposals to improve and adopt the drainage route shown below, as resolved at the last meeting. All were in favour of the proposals. The compensation rate for agricultural land loss is yet to be negotiated with the landowner's land agent. It is envisaged that work on site will commence this summer.



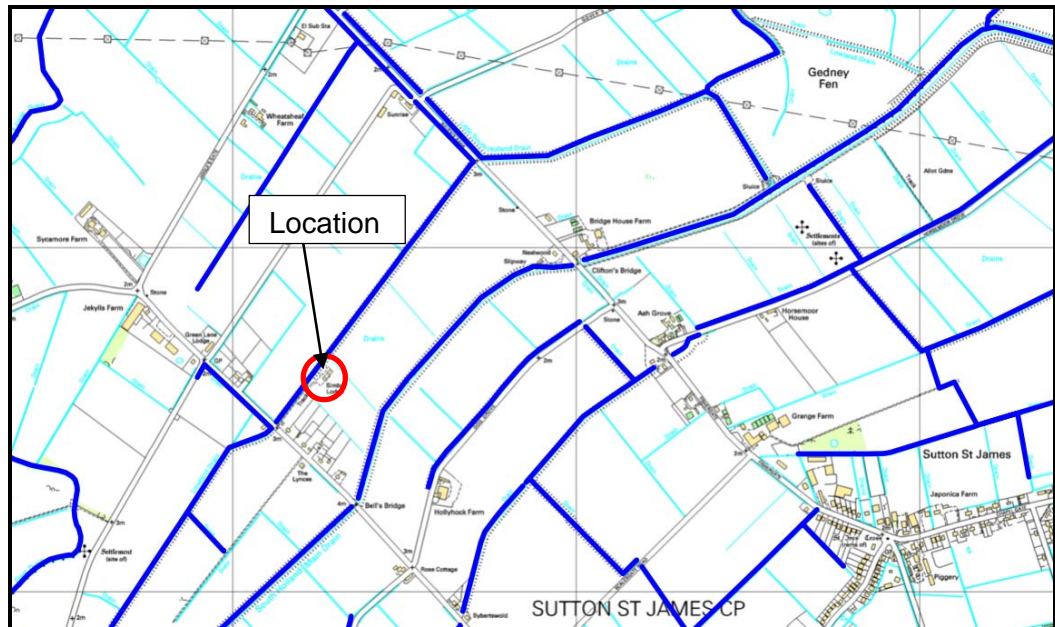
Location plan showing proposed drainage route

4.6 MR PAUL NEAVERSON - COMPLAINT REGARDING ACCESS ALONG F43 LOWLAND DRAIN

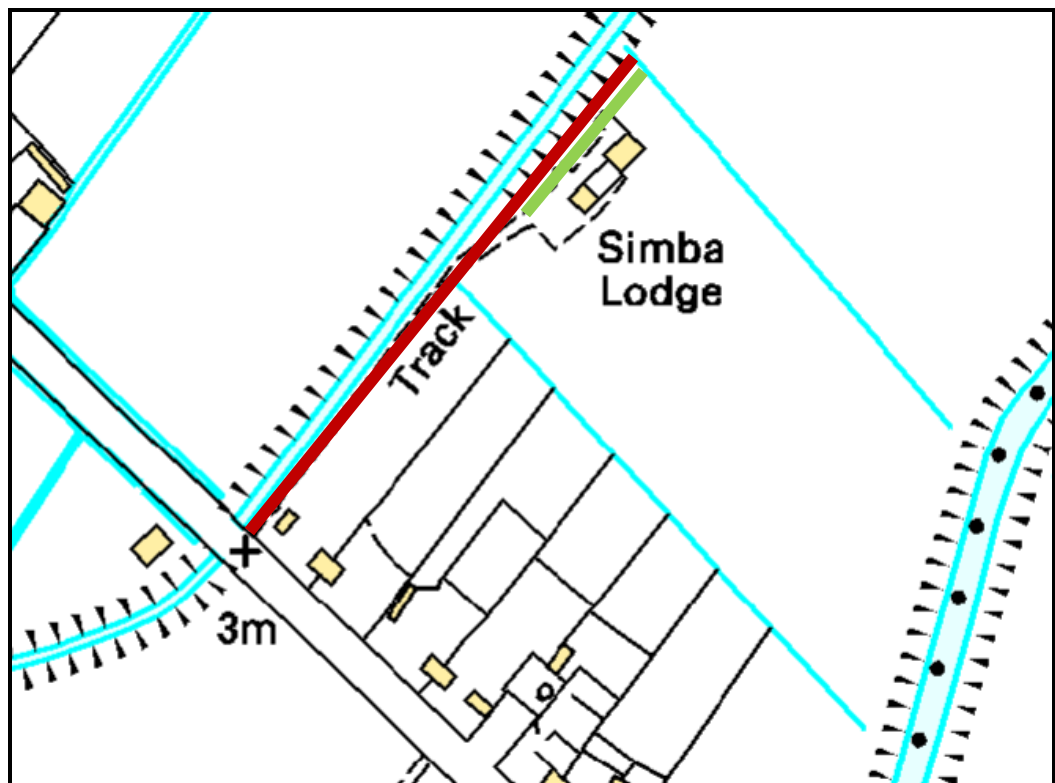
A complaint has been received from Mr Paul Neaverson regarding the track he uses to access his field adjacent to the Board's Lowland Drain. The track is bounded on one side by the Board's watercourse and on the other by a line of conifers. His concern is that the conifers are encroaching on the track, forcing traffic nearer to the edge of the watercourse, which in turn is causing the track to slope towards the open watercourse and become dangerous.

The ownership of the track has been checked at Land Registry, and despite all of the surrounding land having been registered, the full length of this track from the public road to Mr Neaverson's field remains unregistered.

This access issue was discussed previously by the Board in August 2013, when it was resolved that the owner of the conifers should keep them trimmed back to maintain a clear access width of 4m.



Location plan



Plan showing track in red, and line of conifers in green

Having recently inspected the site, it is obvious that the conifers have started to encroach on the 4m strip. The distance now varies from 3.6m at the southern end, to 4m in the middle, and 3.7m at the northern end. The owner of the conifers has been informed of the latest concerns and is now due to have the conifers trimmed week commencing 8 May 2017.

As can be seen from the photographs below, the grass track is now rutted in places, and it is recommended that these ruts are repaired over the summer period as they will only get worse come the wetter weather. Although the track is now sloping towards the watercourse in places, building up the track will result in it getting narrower which will obviously lead to further problems. The following course of action is therefore recommended:

- The ruts in the grass track to be filled and re-seeded by the Board as soon as possible.
- A letter to be written to the owner of the conifers reminding them of the 2013 agreement to maintain a 4m clear access strip, and the need for this to be achieved in the future.
- A letter to be written to Mr Neaverson to inform him of the Boards decision, and to make it clear that if the track becomes rutted again in future he will have to repair it at his cost, as to leave it could cause stability problems with the drain batter.



Photograph supplied by the complainant showing the encroachment of the hedge and the slope of the track



Photographs taken in April 2017 showing ruts and slope of track



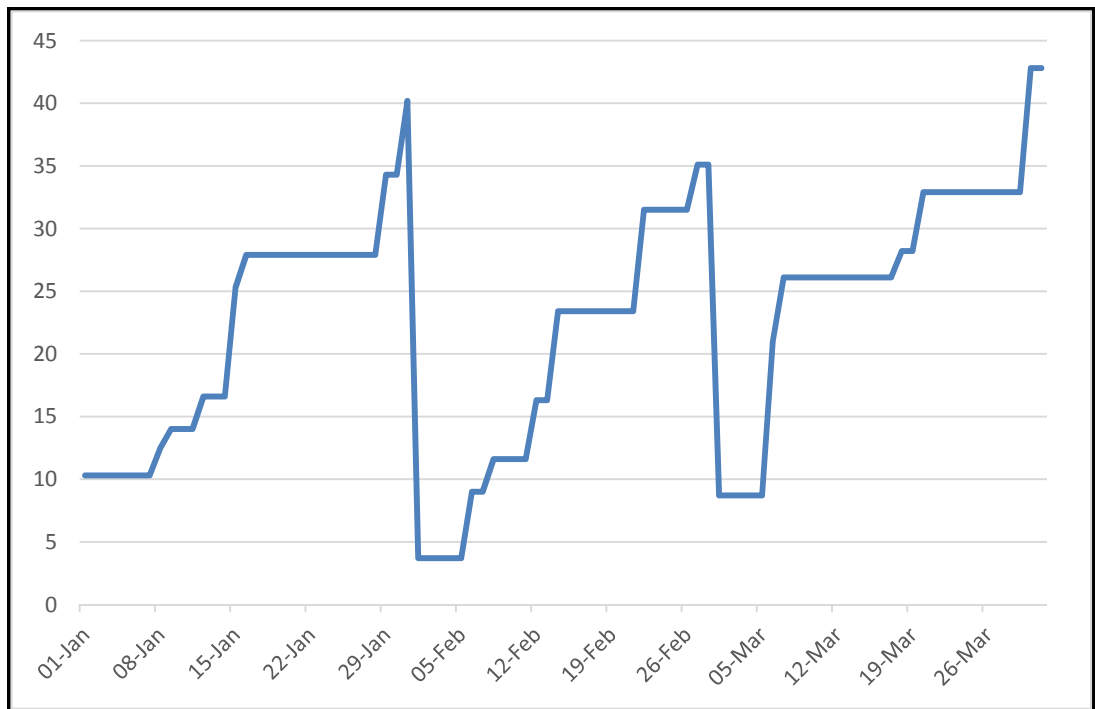
Photograph showing conifers and track as they looked when last discussed by the Board in 2013

5 RAINFALL

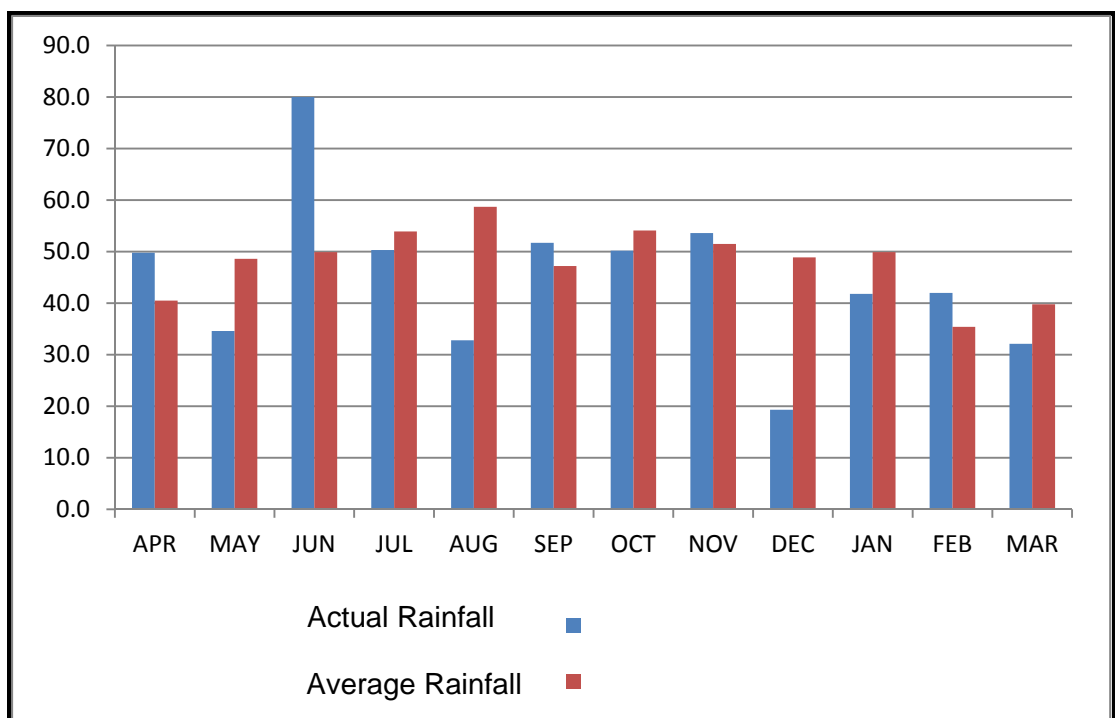
Rainfall statistics relating to stations in the Board's area for the months of January, February, and March are as follows: (recordings in mm)

LOCATION	JANUARY		FEBRUARY		MARCH		NO OF YEARS RECORDS KEPT
	REC.	AV.	REC.	AV.	REC.	AV.	
Gedney Marsh – Norfolk House	41.8	49.9	42.0	35.4	32.1	39.8	58
Holbeach – Marsh Reeves	40.2	50.2	35.1	33.2	42.8	34.2	32

**CUMULATIVE RAINFALL READINGS (MM)
MARSH REEVES, HOLBEACH – JANUARY, FEBRUARY, AND MARCH 2017**



**ACTUAL AND AVERAGE MONTHLY RAINFALL READINGS (MM)
NORFOLK HOUSE APRIL 2016 – MARCH 2017**



6 ENVIRONMENTAL REPORT

6.1 BADGER AWARENESS TRAINING

Badger Awareness Training, organised by the Environment Agency, was held at the offices of North Level IDB on 17 March 2017. The topics included were:

- Legislation and Protection
- Badger Ecology and Sett Usage
- Surveys and Signs of Activity
- Problem Badgers
- Works near Badger Setts
- Licensing and Exclusion
- Deterrents and Mitigation measures
- Case studies

Attendees from this Board were:

- Karl Vines, District Engineer
- Steve Green, Works Supervisor
- Rachael Yeowell, Technical Assistant

6.2 WATER VOLE AND OTTER FIELD SIGNS IDENTIFICATION COURSE

Rachael Yeowell, Technical Assistant, attended a Water Vole & Otter Field Signs Identification Course held at the offices of Middle Level Commissioners on the evening of 20 April 2017.

7 PLANNING REPORT

7.1 APPLICATIONS REQUIRING BOARD'S CONSIDERATION

The following applications have been received which require the Board's consideration.

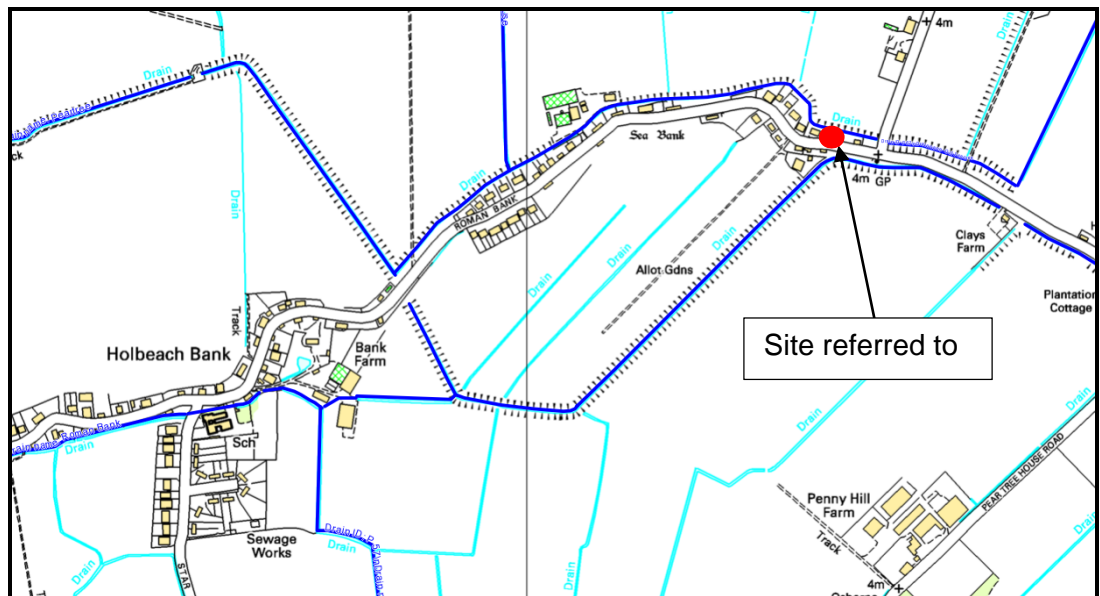
7.1.1 APPLICATION FOR THE RELAXATION OF BYELAW 10 – REPLACEMENT GARAGE AT TONAN COTTAGE, ROMAN BANK, HOLBEACH BANK. APPLICANT: MR R OSWALD. DRAIN AFFECTED: P62 OLD PEARTREE DRAIN, A HIGH PRIORITY WATERCOURSE MAINTAINED BUT NOT OWNED BY THE BOARD.

An application has been received for the relaxation of Byelaw 10 for a replacement garage at Tonan Cottage, Roman Bank, Holbeach Bank. The existing derelict garage is situated approx. 3m from the edge of the Board's watercourse, which is closer than would normally now be consented.

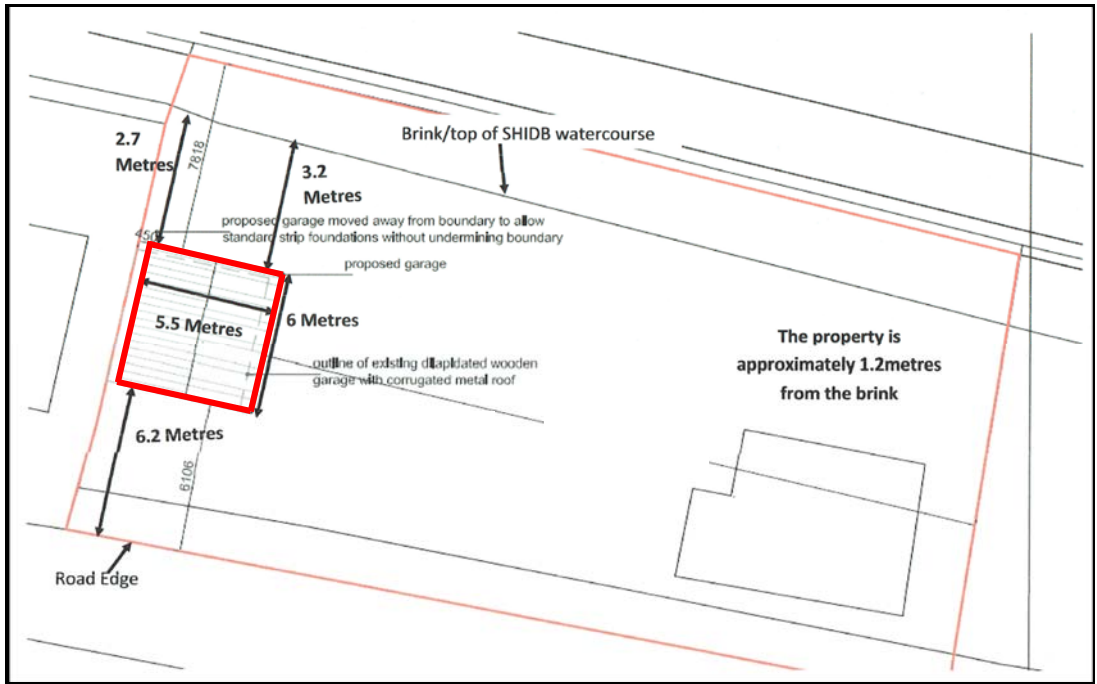
Recommendation

As the existing garage has been in-situ for many years, and is a non-residential part of the property, it may be difficult to argue against a replacement in the same location. It is therefore recommended that in this instance, the application be **APPROVED** by the Board subject to the following conditions:

- The replacement garage to be situated as close to the original footprint as possible, and certainly no closer to the brink of the watercourse than the existing garage.
- The replacement garage to be de-mountable in nature, so as to be easily removed if called upon to do so by the Board.
- The foundations for the replacement garage to be designed by a suitably qualified, independent structural engineer, to ensure the structure does not have an adverse impact on the Board maintained watercourse, or vice versa.
- The applicant entering in to the Board's Deed of Indemnity for the development in the usual manner, including paying all costs incurred by the Board in preparing and executing that document and lodging a copy with HM Land Registry.



Location Plan



Site plan



Photograph showing Board's Old Peartree Drain on right, remains of old boundary fence on drain brink, and end of existing garage on far left.



Photograph looking back at Tonan Cottage itself, showing that the existing dwelling is much closer to the Board's watercourse than the proposed replacement garage.

- 7.1.2 APPLICATION FOR THE RELAXATION OF BYELAW 10 – INSTALLATION OF A REMOVABLE STEEL FREE SPAN FOOTBRIDGE OVER ROUSES DRAIN CONNECTION AT THE EAST OF ENGLAND SHOOTING GROUND, PEARTREE HILL ROAD, HOLBEACH ST JOHNS.
APPLICANT: MR B EXTON.
DRAIN AFFECTED: C15 ROUSES DRAIN CONNECTION, A HIGH PRIORITY WATERCOURSE OWNED BY THE BOARD.

An application has been received from the new owner of the East of England Shooting Ground for the relaxation of Byelaw 10 for the installation of a removable steel free span footbridge over Rouses Drain Connection which runs through the shooting ground. The current crossing which was put in by the previous owner consists of a wooden plank which is obviously unsatisfactory.

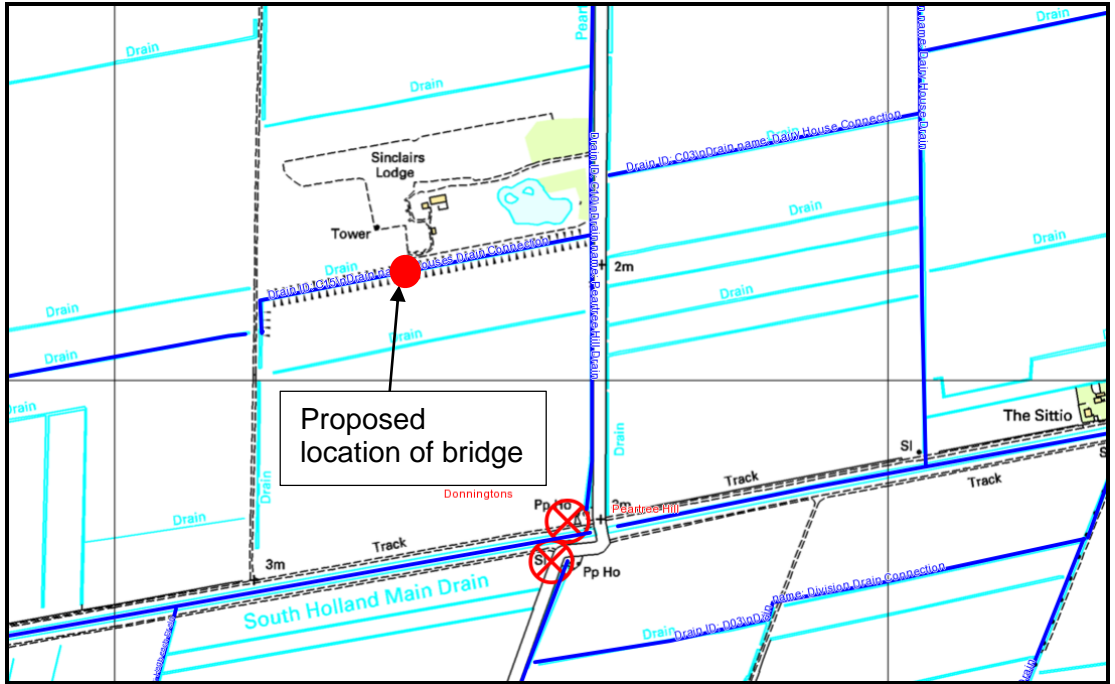
As a removable structure, this application could normally have been decided at officer level, but as it involves the installation of a free span bridge over a Board owned watercourse, a situation that the Board have been actively working towards eliminating in recent years, it was thought best to put it to the Board for consideration.

The applicant has been informed that a free span bridge would not be the Board's preferred option, and has already been provided with a quotation for a culvert and associated commuted maintenance fee, but still wishes to apply for a free span bridge as a more affordable alternative. The proposed free span footbridge would be newly made and of robust steel construction. It would be free standing and could be moved if necessary. It would not be on the Board's property but would pass over it.

If the Board do decide to consent this application it is recommended it should be subject to the following conditions:

- The applicant entering in to the Board's Deed of Indemnity for the bridge, including paying all costs incurred by the Board in preparing and executing that document and lodging a copy with HM Land Registry. The Deed to absolve the Board from any liability should the bridge be damaged as part of the Board's operations.
- An as built drawing of the bridge to be supplied to the Board.
- The safe working load to be calculated and clearly marked on the bridge. A copy of the design calculations to be supplied to the Board.
- The bridge to extend a minimum of 1 metre either side the brink of the watercourse.
- The applicant to be responsible for the maintenance, upkeep, and any future replacement of the bridge, i.e. the future liability for the bridge will not be commuted to the Board.
- The applicant to be responsible for upgrading the bridge if necessary in the future, in line with future policies, and requirements from the Board, eg. the Board widening the watercourse.
- The applicant agreeing to move the bridge at short notice if at any time the Board require it to be temporarily moved in order to carry out its operations.
- The bridge to be removed at the applicants cost if at any future time it becomes redundant, or the Board no longer wish it to cross their property.

Whatever the outcome of the application, it is recommended that the applicant be asked to remove the existing wooden plank crossing at it does not comply with Health and Safety requirements.



Location Plan



The applicant has supplied the above photograph. It is envisaged that the proposed footbridge would be similar in appearance to that in the foreground above.

7.1.3 APPLICATION FOR THE RELAXATION OF BYELAW 10 – PROPOSED RESIDENTIAL DEVELOPMENT AT 184 FLEET ROAD, FLEET HARGATE.
APPLICANT: D&R PROPERTY SERVICES LTD.
DRAIN AFFECTED: K04 DEVILS HILL DRAIN, A HIGH PRIORITY WATERCOURSE MAINTAINED BUT NOT OWNED BY THE BOARD.

An application has been received from D&R Property Services Ltd regarding a proposed residential development at Fleet Hargate, adjacent to the Board's Devils Hill Drain. The applicant has applied for two options:

Option 1 (applicant's preferred option)– To pipe the length of Board's watercourse adjacent to the development, and relax the 9m Byelaw distance down to 6m for the rear boundary fences (measured from nearest point of pipe).

Option 2 (if option 1 is not possible) – To leave the open drain in its current state, and relax the 9m Byelaw down to 6m for the rear boundary fences (measured from the brink of the drain).

Recommendation

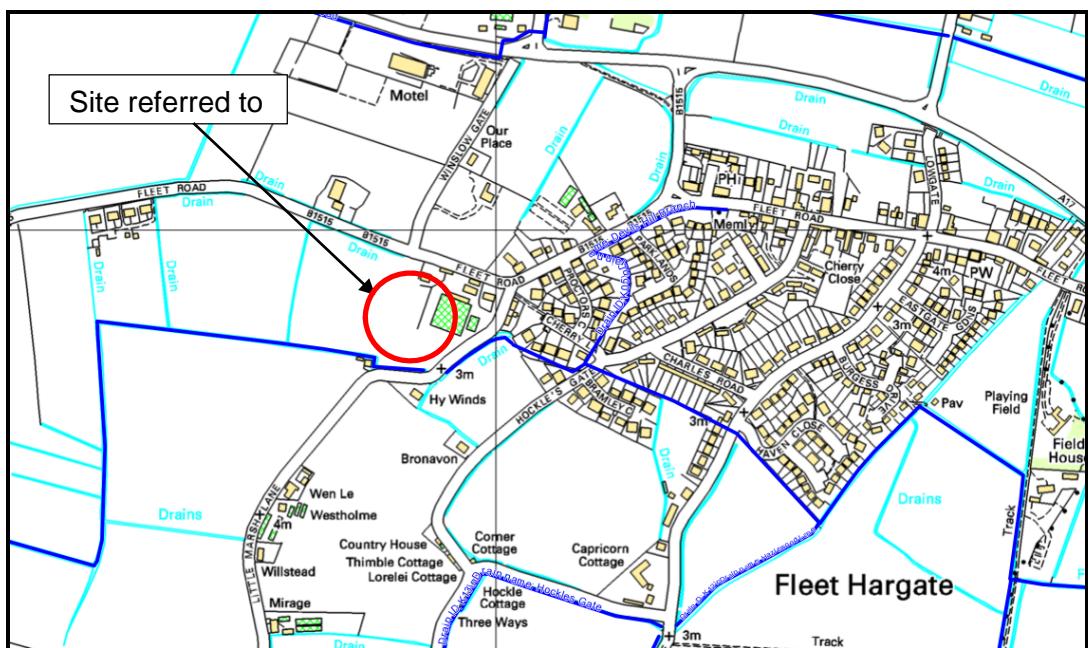
Usually in situations where there is limited works access/ room for future improvement on the opposite side of the watercourse from the development, as is the case in this instance, the Board would not relax the 9m distance, especially on a green field site such as this, where the Board have always had unimpeded access.

However, the applicant is willing to pipe the watercourse at their cost, which would then reduce the need for the full 9m strip. The Board's culverting policy dictates that consent should only be given for piping watercourses where it is absolutely necessary. The recommendation for Option 1 therefore hinges on whether it is considered the piping in this instance is absolutely necessary or not. If the Board wish to approve the piping of this section of drain, then it is recommended Option 1 be **APPROVED**, subject to the following conditions:

- The applicant making a formal Section 23 application for the piping of the watercourse.
- The pipe being installed to the Board's specification, and to the satisfaction of the Board, using 600mm dia plastic pipe. An inspection chamber to be constructed on the downstream end to form the junction with the existing road culvert, and a headwall to be built on the upstream end, all to Board's specification.
- The piping being undertaken at the applicant's cost.
- The applicant paying a Commuted Maintenance Fee for the Board to take on the future maintenance of the pipeline.
- The 6m strip to be conveyed to the Board by the applicant at no cost to the Board.

- All permanent structures to be constructed outside of the 9m Byelaw zone, only temporary, de-mountable structures, such as sheds, to be allowed within the 3m width of Byelaw zone within the gardens (subject to formal consent).
- A boundary fence being installed 6m from the nearest point of the culvert as a means of demarcation between access strip and gardens, and the property owners adjacent to the strip to be legally bound to keep and maintain the fence in good repair, and replace it as necessary in the future when it becomes no longer fit for purpose.
- Any fences within the 9m Byelaw zone to be fully de-mountable in nature
- Any patios, footpaths, etc. within the 9m Byelaw zone to be temporarily surfaced, such as gravel or slabs, rather than permanently surfaced, such as tarmac or concrete, (subject to formal consent).
- The applicant entering in to the Board's Deed of Indemnity for the development in the usual manner, including paying all costs incurred by the Board in preparing and executing that document and lodging a copy with HM Land Registry.

Whatever the outcome regarding Option 1, it is recommended that Option 2 be **REFUSED** as it is usual practice where access/room for future improvement is limited on the other side of the watercourse, to request a full 9m strip to be made available, particularly on a green field site such as this.



Location Plan



Site Plan

7.2 OTHER PLANNING MATTERS

7.2.1 SURFACE WATER DEVELOPMENT CONTRIBUTION RATE

The proposed Surface Water Development Contribution rate for the financial year 2017/18 has been recommended by the Consortium Committee at a rate of £75,500 per impermeable hectare.

7.2.2 SURFACE WATER DEVELOPMENT CONTRIBUTION FEES

The following Surface Water Development Contribution Fees have been invoiced during the reporting period.

DEVELOPER	SITE	AMOUNT DUE (VAT EXEMPT)	INVOICE DATE	PAID
Belmont UK Ltd 5 Benner Road Pinchbeck Spalding Lincs PE11 3TZ	2no. dwellings to be constructed adjacent to 204 High Road, Weston. For an impermeable area of 660m ² with unrestricted discharge into a riparian watercourse.	£4,932.84	24 Jan 2017	Yes
D & R Property Services Ltd 5 The Wentworths Long Sutton Spalding Lincs PE12 9RT	Proposed development at 41 Fleet Road, Holbeach. For an impermeable area of 871m ² with unrestricted discharge into the Board's Washway Road pipeline/watercourse.	£6,509.85	21 Mar 2017	Yes
Seagate Homes Ltd Seagate Hall Vicarage Lane Long Sutton Spalding Lincs PE12 9AF	Proposed development off Church Street, Holbeach. For an impermeable area of 1820m ² with a restricted discharge rate of 5 litres per second (27.5 litres per second per hectare), discharging in to Holbeach Town Tunnel. 40% charge due to level of flow restriction.	£5,441.00	22 Mar 2017	No

Lincolnshire County Council Invoiced to Scanning Bureau PO Box 146 Liverpool L33 7WP	Road improvement scheme to incorporate 2no. roundabouts on the junctions of the A151 and A151/A17, known as Peppermint Junction. For an additional impermeable area of 5735m ² with unrestricted discharge into the Board's Holbeach New River.	£42,863.39	27 Apr 2017	No
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7.2.3 COMMUTED MAINTENANCE FEES

The following Commuted Maintenance Fee has been invoiced during the reporting period.

DEVELOPER	SITE	AMOUNT DUE (+ VAT)	INVOICE DATE	PAID
FreshLinc Ltd Wool Hall Farm Wykeham Spalding	Piping of the open section of the Board's Whaplode Village Drain at development site between Cross Street and Kirkgate, Whaplode.	£9,100	30 January 2017	Yes

7.2.4 BYELAW CONSENTS

During this reporting period, the following Byelaw consents have been issued by Officers in accordance with their delegated authority:

GRANTEE	WATERCOURSE	DETAILS
Mark Richard Roesner and Claire Marie Gregory of 23 Heathfield Spalding	Coronation Channel Soke Dyke	Byelaw 10 consent and Deed of Indemnity for the construction of a replacement wooden foot bridge constructed from two 12inch x 8inch x 5.5m long beams with wooden decking forming the path, and a 1.8m tall wooden fence with gate at the rear of the garden no closer than 1m from the brink/top of the said watercourse. 10x8ft wooden shed, of which the rear panel of the shed will form part of the fence.

<p>Mr Bartosz Wawrzyniak & Miss Kayleigh Barrass 53 Delgate Bank Weston</p>	<p>Delgate Drain</p>	<p>Byelaw 10 consent for the construction of an access driveway to the property, over the piped section of the Board's watercourse adjacent to Delgate Bank road.</p>
<p>The Henry Smith Charity 6th Floor 65 Leadenhall St London</p>	<p>Lutton Leam</p>	<p>Byelaw 10 consent for the construction of steel access barrier on concrete plinths, catch post to be no closer than 1m from the said watercourse.</p>

K L J VINES
DISTRICT ENGINEER

CORRESPONDENCE TO AND FROM MR BLAND REGARDING RAISING OF CHAMBER COVERS IN HIS FIELD



Our Ref: KV-003.2017-01-BLAND
Your Ref:

16 February 2017

Marsh Reeves
Foxes Lowe Road
Holbeach
SPALDING
Lincs
PE12 7PA

t: +44(0)1406 421708
f: +44(0)1406 426501
e: karl@wlma.org.uk
w: www.wlma.org.uk

J H Bland & Sons
62 Lime Walk
Long Sutton
Spalding
Lincs
PE12 9HQ

Dear Mr Bland

INSPECTION CHAMBERS ON BOARD'S FALLS DRAIN OLD ROUTE PIPELINE

As you are aware, the Board's Operations Department attempted to carry out works at the end of last year to raise the lids of the inspection chambers on the Falls Drain Old Route Pipeline up to ground level in your field. Further to your resistance to this work being carried out, the matter was taken to the Board for a decision at the last meeting on 8 February 2017. At that meeting it was resolved to build the inspection chambers up to ground level, as is the Board's normal practice, and to pay an annual compensation payment for area of cropping loss.

This work will therefore be completed in the near future, and you will receive an official notice detailing the compensation due. The notice will be re-issued annually and will be for an 8m wide strip alongside the road. The compensation is paid at a rate of £350/ha, and will be discounted off next years drainage rate demand.

Yours sincerely

A handwritten signature in black ink, appearing to read "K L J Vines".

K L J VINES
DISTRICT ENGINEER



Mr D R Worth (Chairman) Mr S A R Markillie (Vice-Chairman)

Mr P J Camamile (Chief Executive)



Cert No. GB11990

Mr K L J Vines (District Engineer) Mr A D Price (Operations Manager)

Cert No. GB11991

62 Lime Walk, Long Sutton, Lincs PE12 9HQ

Tel: 01406 362805 Mobile: 07889 163449. Email:suebland@aol.com

22 February 2017

Your Reference: KV-003.2017-01-BLAND

Duncan Worth Esq
Chairman
South Holland Internal Drainage Board
Marsh Reeves
Foxes Lowe Road
Holbeach
Lincs PE12 7PA

Dear Chairman

INSPECTION CHAMBERS ON BOARD'S FALLS DRAIN OLD ROUTE PIPELINE

I write in response to a letter I have received from your District Engineer, Mr K L J Vines. From this letter I understand that you discussed proposed works to the field TF4323 (part of which is jointly owned by my sister in law, Mrs C G W Bland) at your recent board meeting.

Mrs C G W Bland and I were perturbed that:

- i) your engineers ventured on to our field and proceeded to dig it up without prior permission/discussion with ourselves
- ii) no-one in authority has since been to talk over the plans with us despite our reservations having been made known and
- iii) a Board meeting has now taken place at which you have had no representation from ourselves and have made a decision without discussion with us and with seeming lack of understanding of the full impact of that decision.

Our so called '*resistance to this work being carried out*' (as described by your engineer in his letter) on this field is for the following reason:

Around 40 years ago, possibly more, the drain on the South side of the field was widened and made deeper. As compensation for the resulting land loss H H Bland and Sons received the extra land obtained by the filling in of the drain on the East side. Before the drain was filled in a small pipeline was laid its full length. No known services went into it. During this long period of time there has been no attention to this pipe whatsoever and it does not appear to have caused any problems.

Letter from J H Bland to the SHIDB continued../

Our argument therefore against raising the inspection chambers to ground level is as follows:

- i) There have been no issues for 40 years so why should there be any in the future?
- ii) Considerable lumps of concrete on a field are a nuisance to those trying to farm it; Robin Hancox, Managing Director of Lincolnshire Field Products Ltd (with whom we have a Farm Business Tenancy Agreement) has concurred that the raising of the inspection chambers would pose considerable inconvenience and supports our opposition to it.
- iii) Should there be any issues in the future the existing covers can again be revealed and inspected.
- iv) Should you persist in going ahead with the work the strip which is the length of the field will need to be maintained/kept clear of rubbish (will the Drainage Board accept responsibility for this?)
- v) Should the Drainage Board not accept responsibility for this strip the residents of Daniel's Gate will protest if it is not kept clear.
- vi) No explanation either verbal or written has been given to us as regards to why suddenly after 40 years it is so important to have these inspection chambers readily accessible.

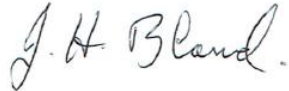
I reiterate that we were disappointed at the way your staff invaded our field without permission, which feels like trespass. We are also disappointed that the Board has reached its decision to proceed without giving us the opportunity to voice our arguments and objections. We are also perplexed as to why no explanation has ever been forthcoming as to the purpose of the pipe in that drain or the sudden need to raise the inspection chambers (indeed the pipe is small and probably ineffective anyway).

I would of course welcome any Board Member who would like to come and look at the situation and discuss it further, and should sensible reasons for the work to take place be made clear, our objections would be withdrawn.

Letter from J H Bland to the SHIDB continued../

We look forward to hearing from you and sincerely hope that the Board will reconsider its decision on this matter.

Yours sincerely



John Bland

Copies to:

Mrs C G W Bland

Mr P J Camamile - The Chief Executive of the South Holland Drainage Board
Board Members – South Holland Drainage Board (emailed)

Mr A D Price (Operations Manager) - South Holland Drainage Board

Mr K L J Vines (District Engineer) – South Holland Drainage Board

Mr R Hancox (Managing Director) – Lincolnshire Field Products Ltd (emailed)



Marsh Reeves
Foxes Lowe Road
Holbeach
SPALDING
Lincs
PE12 7PA

Our Ref: DW-003.2017-01-BLAND
Your Ref:

28 February 2017

J H Bland & Sons
62 Lime Walk
Long Sutton
Spalding
Lincs
PE12 9HQ

Dear Mr Bland

INSPECTION CHAMBERS ON BOARD'S FALLS DRAIN OLD ROUTE PIPELINE

In response to your letter of 22 February 2017, I believe you have subsequently been in to the Holbeach office and spoken to the District Engineer who has explained why the Board came to the decision that they did regarding the raising of these inspection chamber lids in your field.


I appreciate your concerns, but the pipeline in question is the responsibility of the Board, and for operational efficiency it is standard practice to build inspection chambers up to the surface once they have been located, and in the case of agricultural land, to offer compensation for the inconvenience caused by the presence of these inspection chambers.

I do however apologise for any misunderstanding regarding entry on to your land to carry out this work, and any inconvenience this may have caused you. I can assure you this was not the Board's intention. I also note your concern regarding the future maintenance of the 8m wide compensation strip. Although we are paying compensation for this area, the tenant is of course at liberty to continue to farm this strip, as long as the inspection chambers are avoided and kept free from damage. I would therefore suggest the following two options as a means of addressing your concerns:

- The strip continues to be cropped (avoiding the inspection chambers), in which case your tenant looks after the area and keeps it tidy, or
- If the tenant does not wish to farm the strip then lay it down to grass and the Board will flail it twice a year as part of its cutting programme.

Again, I apologise for the misunderstanding, but I hope that you will accept the Board's decision, and the compensation offered. Please can you confirm your acceptance by return so that we can start work on building up the inspection chambers. If you are not in agreement, as this was a board decision, we will need to wait until the next board on Tuesday 9th May to discuss your concerns.

Yours sincerely


pp D WORTH
CHAIRMAN



Mr D R Worth (Chairman) Mr S A R Markillie (Vice-Chairman)



Mr P J Camamile (Chief Executive)

Cert No. GB11990

Mr K L J Vines (District Engineer) Mr A D Price (Operations Manager)

Cert No. GB11991

62 Lime Walk, Long Sutton, Lincs PE12 9HQ

Tel: 01406 362805 Mobile: 07889 163449. Email:suebland@aol.com

LETTER TO THE SHIDB – NEXT MEETING 9TH MAY 2017

23rd April 2017

Your Reference: DW-003.2017-01-BLAND

Duncan Worth Esq
Chairman
South Holland Internal Drainage Board
Marsh Reeves
Foxes Lowe Road
Holbeach
Lincs PE12 7PA

Dear Chairman

**INSPECTION CHAMBERS ON BOARD'S FALLS DRAIN OLD ROUTE PIPELINE
FIELD TF4323**

Thank you for your letter of the 28th February 2017; we have noted your suggested options:

- “ The strip continues to be cropped (avoiding the inspection chambers), in which case your tenant looks after the area and keeps it tidy, or
- If the tenant does not wish to farm the strip then lay it down to grass and the Board will flail it twice a year as part of its cutting programme.”

With regard to your first option, it is not possible for the strip to be cropped avoiding the inspection chambers as our tenant's machinery is too large (we have already seen evidence of this).

With regard to your second option, even if we lay the strip down to grass (which would incur a cost as we are no longer in a position to do it ourselves) and we accept your offer to flail twice a year, this is unlikely to fully resolve the problem. The area will become untidy and I would suspect that the residents of Daniel's Gate will object to this in due course.

As we feel that neither of your proposed options is feasible, or practical we therefore ask that you review our situation at your forthcoming Board meeting. I have spoken at length with Karl Vines, your engineer, regarding our objections to the proposed works on our field and I am sure now that he has a good understanding of our views he will be able to represent them to you. I will, however outline them here and reiterate/expand on some of the arguments put forward in my earlier letter.

1. As previously highlighted the pipeline/drain has not caused any problems for 40 years or more – why should this change? It has not needed flushing out during those 40 years – just how often then is it likely to need it doing in the next 40 years?
2. We are as yet baffled as to why the pipeline was laid in this filled in drain in the first place.
3. Raising the inspection chamber lids is a costly and unnecessary operation and surely cannot be a justified use of taxpayers' money.
4. In the unlikely event of the inspection chambers needing to be accessed this should be a simple operation now that you are aware of their exact location (which can be documented for future use) and the cost would be minimal.
5. As previously explained, and as you will be aware, the drain in question was filled in as compensation for losing land to another drain on the South side of the field being opened up. There was no indication at that time that it would ever need to be accessed and we therefore thought the new strip of land was farming land from then on.
6. Until now we were totally unaware of any 'services' going into the pipeline. At no time during that 40 year period have you, the Board, or the Council ever informed us that they intended to pipe into the disused drain – we assumed it was 'abandoned' and we are not impressed that this went ahead without our knowledge or being given an opportunity to object.

7. Despite your offer of compensation it will not equate to farming the strip itself, not to mention waste of (although very small) valuable grade 1 farming land.
8. There has to date been no flooding issue along Daniel's Gate and should there ever be one the Council can employ the normal much simpler solution of soakaways.
9. I understand from Mr Vines that there is a possibility that the Council could be approached with a view to the Board 'abandoning' the drain/pipeline. We do hope this is undertaken.

The cost of raising the inspection chambers and maintaining the pipe has no logic behind it and will cause inconvenience to Lincolnshire Field Products Limited (our tenant farmers), and ourselves; it could also pose a future nuisance to the residents on Daniel's Gate. We therefore ask for common sense to prevail and the Board not to insist on the works going ahead simply because: 'it is standard practice to build up inspection chambers to the surface when they are located'.

We look forward to your kind consideration of the above and a sensible outcome.

Yours sincerely

John Bland

Copy to: Mrs C G W Bland (Mrs Bland has co-ownership of a small part of the field in question)

Emailed copies to:

Mr P J Camamile - The Chief Executive of the South Holland Drainage Board
Elected Members – South Holland Drainage Board

Mr K L J Vines (District Engineer) – South Holland Drainage Board

Mr R Hancox (Managing Director) – Lincolnshire Field Products Ltd

**CORRESPONDENCE WITH LOCAL RESIDENT REGARDING RAISING OF CHAMBER
COVERS IN MR BLAND'S FIELD**

Cymbeline
66 Daniels Gate
Long Sutton
SPALDING
Lincs
PE12 9LG

Talton781@btinternet.com

South Holland Internal Drainage Board
Via email: info@wlma.org.uk

7th March, 2017

Dear Sirs

Daniels Gate Drainage Works

I have recently become aware of your board's proposal to build drainage pipe inspection chambers in the agricultural field in front of my bungalow in Daniels Gate Long Sutton, where there are currently several deep fenced excavations.

This concerns me, as I fear that the land between these inspection chambers and the road will not be farmed or maintained, and will become an unsightly mess. I suspect that the other 24 residents of the road will also be concerned when they learn of the plans.

Are you able to reassure me that the land will be well maintained and will not become an eyesore?

Also, could you advise me when is the board scheduled to consider this matter, and advise me how residents can make representations to board members?

I am copying this letter to the Parish Council and selected Councillors, so that they are aware of my concerns.

Yours,

Stuart Talton



Our Ref: KV-003.2017-02-TALTON
Your Ref:

10 March 2017

Marsh Reeves
Foxes Lowe Road
Holbeach
SPALDING
Lincs
PE12 7PA

t: +44(0)1406 421708
f: +44(0)1406 426501
e: karl@wlma.org.uk
w: www.wlma.org.uk

Mr Stuart Talton
Cymbeline
66 Daniels Gate
Long Sutton
Spalding
Lincs
PE12 9LG

Dear Mr Talton

DANIELS GATE DRAINAGE WORK

Thank you for your letter of 7 March 2017, your concerns have been duly noted.

Earlier this month, a letter was written to the landowner outlining options for the maintenance of the compensation strip associated with these works. However, as a reply has not yet been received, I am currently unaware of the landowner's views. I am therefore not able to comment further on this at the current time, but will of course keep you informed of future developments.

For your information, the maintenance options put forward in the letter were:

- Even though the Board have offered to pay annual compensation for the inconvenience of having the inspection chambers in the field, the tenant can still farm the compensation strip, although obviously avoiding the inspection chambers
- Or the compensation strip can be laid down to grass and the Board will cut it twice a year as part of its annual cutting programme

If this matter is not resolved beforehand by agreement with the landowner, it will be discussed again by the Board at the meeting on 9 May 2017.

Yours sincerely

K L J VINES
DISTRICT ENGINEER

Email copies to: Clerk to Long Sutton Parish Council, Cllr J Tyrrell, Cllr S Booth



Mr D R Worth (Chairman) Mr S A R Markillie (Vice-Chairman)



Mr P J Camamile (Chief Executive)

Cert No. GB11990

Mr K L J Vines (District Engineer) Mr A D Price (Operations Manager)

Cert No. GB11991



Water Management Alliance
INTERNAL AUDIT REPORT
2016/17

April 2017

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 2016-17. 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 Pevensy and Cuckmere Water Level Management Board for a period of two years.

New guidance was issued on 30th March 2017 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 2017*'. Although the new guide does not become mandatory until the 2017/18 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 segregation of duties in timesheet authorisation, but this is only a best practice recommendation with no significant risks 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. 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. King’s Lynn IDB bank account became overdrawn during the year, but was rectified the following day with no charges being incurred.</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>The use of the unreconciled reports on the cash book seems to have dropped off throughout the course of the year resulting in a large amount of manual reconciliation taking place.</p> <p>It was difficult in some cases to identify the information relating to each individual bank reconciliation that is filed within the folder</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. The unreconciled reports are not used effectively.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Agree to use the unreconciled report function of sage to minimise the amount of manual reconciliation needed in the process to improve the audit trail of the reconciliation. 2. Agree to use file separation in the folders to identify each individual bank reconciliation. 	Low	<p>Agreed.</p> <p>The unreconciled report will be used more consistently.</p> <p>Filing will be improved.</p> <p>Finance Officer</p>

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>2. Timesheet Authorisation</p> <p>Observation</p> <p>Files containing the timesheets were requested and checked for evidence of timesheets and authorisation.</p> <p>Results were summarised in a spreadsheet. All timesheets had been signed by the Operations Managers for each Board and by the Finance Officer for WMA.</p> <p>The Broads Operations Manager is authorising his own timesheets due to the remoteness of the working area. The Operations Manager is now managing 3 sites, Broads, Norfolk Rivers and East Suffolk. For this reason at the end of each month an invoice is raised to recharge supervisory time for the other IDB's. While the Broads Operations Manager is salaried, the timesheets are used to evidence the recharges to other boards.</p> <p>Consequence</p> <p>There is no segregation of duties. This is not best practice, however there is a some mitigating control as all payroll is countersigned by the Chief Executive when is has been entered into Sage and the report produced.</p> <p>Recommendation</p> <p>To be discussed to establish if the new offices at Martham create on opportunity for a monthly meet up of the Catchment Engineer and the Operations Manager to sign / countersign timesheets when required.</p>	Low	<p>Agreed.</p> <p>The method of authorising these timesheets will be reviewed.</p> <p>Chief Executive/Catchment Engineer.</p>

Observations and their effects/ Recommendations	Priority	Agreed Action/ Responsible Officer/ Target Date
<p>2) 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) Financial Regulations need to be followed at all times, by all members of staff. An enhancement has been made to the financial regulations for adoption immediately.</p> <p>2) Finance Officer to speak to finance system advisors about 'unique' reference numbers and if this can be incorporated into the system upgrade.</p>		



WATER MANAGEMENT ALLIANCE

INTERNAL AUDIT TERMS OF REFERENCE 2016-17

1. INTRODUCTION

1.1 This document sets out the strategy and plan for the audit of the Water Management Alliance for the year 2016-17.

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 and Cuckmere Water Level Management Board

As such, this work will enable the auditor to complete the Annual 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 for Smaller Authorities in England – A Practitioners Guide (Rev March 2017)'.

2.2 In order to be able to complete section 4 of the Electronic Annual Return for 2017 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 2015-16 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 Return for 2016-17.

4. WORK PLAN

4.1 The audit will be undertaken by
Miss Kathy Woodward, CPFA
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 2015-16.	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

**WMA: FINANCIAL REGULATIONS
PROPOSED CHANGE TO PROCEDURES, FOLLOWING CYBERCRIME INCIDENT OF 5/6 DECEMBER
2016**

1. Payments should never be made to anyone on the strength of an email request from a budget holder without being authorised in the proper manner, as set out in section D of each Board's Financial Regulations.
2. When the Finance Officer or Finance Assistant receives an email instruction to pay someone purporting to come from the Chief Executive, the payment will only be made:
 - 2.1 if the email has come from the Chief Executive using his/her WLMA domain, e.g. phil@wlma.org.uk, and
 - 2.2 if the email has an Invoice attached to it; made out to the WLMA or one of its Member Boards quoting a valid Purchase Order Number, and/or where a clear explanation is given by the Chief Executive detailing what the payment is for and where the expenditure should be coded to, and crucially
 - 2.3 after the request has been verified by the Finance Officer either in person or on the telephone with the Chief Executive him/herself.
 - 2.4 Only when these 3 checks have been made will the payment be processed by BACS transfer, which will be subject to the usual 3 day clearance period. Payment will never be made by CHAPS transfer where funds are cleared immediately the payment is made, unless otherwise requested by the Chief Executive in person.
 - 2.5 If the Chief Executive requests that the payment be made by CHAPS transfer, the Finance Assistant or Finance Officer will complete a manual payment requisition for the Chief Executive to sign, thereby authorising the CHAPS transfer and confirming financial values, coding (where necessary), the person/company to be paid and the bank details to which the bank transfer will be made.
3. The WMA will insure against cybercrime attacks arising from phishing emails, viruses and data theft etc., subject always to the adequacy of cover provided and the affordability of premiums.

P J CAMAMILE
CHIEF EXECUTIVE

24 MARCH 2017

From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

Notes	Income and Expenditure	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	931,733	931,733	0	931,733	931,733	0
1	Special Levies issued by the Board	1,203,529	1,203,529	0	1,203,529	1,203,529	0
	Grants Applied	0	51,607	51,607	0	51,607	51,607
	Rental Income	3,000	817	-2,183	3,000	817	-2,183
	Income from Rechargeable Works	0	12,261	12,261	0	12,261	12,261
	Investment Interest	15,000	18,195	3,195	15,000	18,195	3,195
	Development Contributions	0	114,041	114,041	0	114,041	114,041
2	Other Income	23,985	194,508	170,523	23,985	194,508	170,523
	Total Income	£2,177,247	£2,526,691	£349,444	£2,177,247	£2,526,691	£349,444
	<u>Less Expenditure</u>						
4	Capital Works	660,000	320,556	339,444	660,000	320,556	339,444
	Environment Agency Precept	148,752	145,835	2,917	148,752	145,835	2,917
5	Maintenance Works	1,658,580	1,397,359	261,221	1,658,580	1,397,359	261,221
6	Administration Charges	220,934	289,037	-68,103	220,934	289,037	-68,103
	Cost of Rechargeable Works	0	8,944	-8,944	0	8,944	-8,944
3	Net Deficit/(Surplus) on Operating Accounts	0	32,955	-32,955	0	32,955	-32,955
	Total Expenditure	£2,688,266	£2,194,687	£493,580	£2,688,266	£2,194,687	£493,580
	Profit/(Loss) on disposal of Fixed Assets	£0	£0	£0	£0	£0	£0
7	Net Surplus/(Deficit)	-£511,019	£332,003	£843,022	-£511,019	£332,003	£843,022

From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

Notes	Balance Sheet as at 31-3-2017	Opening Balance £	Movement This Year £	Closing Balance £
8	Fixed Assets			
	Land and Buildings	527,007	5,241	532,248
	Plant and Equipment	820,872	-113,007	707,865
	Office and RT Equipment	0	0	0
	Pumping Stations	62,700	-15,674	47,026
	Shared Consortium Assets	0	0	0
		1,410,579	-123,440	1,287,139
	Current Assets			
9	Bank Account	91,030	251,965	342,995
	Stock	3,759	2,231	5,990
10	Trade Debtors	69,411	-57,279	12,132
	Work in Progress	0	0	0
11	Term Deposits	2,900,000	300,000	3,200,000
12	Drainage Rates and Special Levies Due	23,293	-18,659	4,634
	Prepayments	7,312	-1,404	5,908
	Prepayments to WMA	2,584	-31,384	-28,800
	Accrued Interest	0	0	0
	VAT Due	11,173	22,386	33,559
13	Grants Due	0	485	485
		3,108,562	468,341	3,576,903
	Less Current Liabilities			
	Trade Creditors	493	-200	293
14	Grants Unapplied	148,470	35,878	184,348
15	Holiday Entitlement	2,796	28	2,824
	Accruals	-1,500	1,500	0
	Payroll Controls	0	0	0
	Drainage Rates Paid in Advance	9,230	-8,634	596
		159,489	28,572	188,061
	Net Current Assets	2,949,073	439,769	3,388,842
	Less Long Term Liabilities			
21	Pension Liability	4,767,000	692,000	5,459,000
	Net Assets	-£407,348	-£375,671	-£783,019
	Reserves			
	Earmarked			
16	General Reserve	1,532,073	-142,251	1,389,822
17	Development Reserve	432,244	114,041	546,285
18	Plant Reserve	1,545,688	0	1,545,688
19	Capital Works Reserve	372,234	360,213	732,447
		3,882,239	332,003	4,214,242
	Non-Distributable			
20	Revaluation Reserve	477,413	-15,674	461,739
21	Pension Reserve	-4,767,000	-692,000	-5,459,000
		-4,289,587	-707,674	-4,997,261
	Total Reserves	-£407,348	-£375,671	-£783,019

P J CAMAMILE
CHIEF EXECUTIVE

From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

Note **Notes to the Accounts**

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

	Y-T-D Budget	Y-T-D Actual
South Holland District Council	1,202,682	1,202,682
Boston Borough Council	847	847
	1,203,529	1,203,529

2. Other Income is made up as follows:

	Y-T-D Budget	Y-T-D Actual
Shared Income from WMA	21,485	161,271
Insurance Claims	0	277
Sundry Income (sale of pipes)	2,000	28,820
Summons Costs	500	4,140
	23,985	194,508

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

	Y-T-D Budget	Y-T-D Actual
Labour Operations Account	0	23,790
Mobile Plant Operations Account	0	9,165
	0	32,955

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

4. 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 District 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 Plant and Development Committee scrutinise this Report every year.
5. The detailed maintenance operations in each sub catchment is approved by the Board annually and shown on the schedule of maintenance works as controlled by the Operations Manager, which can be made available to members on request. Expenditure is summarised as follows:

	Y-T-D Budget	Y-T-D Actual
Labour Charges	491,592	483,809
Plant Charges	295,762	291,079
Out-sourced work	214,488	211,092
Materials	135,609	133,462
Electricity	53,495	52,648
Telemetry	10,590	10,423
Depreciation	7,396	7,279
Insurance	4,816	4,740
Compensation	52,630	51,796
Direct Works	1,266,377	1,246,327
Technical Support Staff Costs	137,243	142,221
Other Technical Support Costs	4,300	3,193
Biodiversity Action Plan Costs	5,000	5,619
Asset Refurbishment Provision	245,660	0
Maintenance Works	1,658,580	1,397,359

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

	Y-T-D Budget	Y-T-D Actual
Administration Staff Costs	89,932	90,455
Other Administration Costs	102,552	141,159
Depreciation - Marsh Reeves Refurbishment	0	11,509
Drainage Rates AV (Increases)/Decreases	5,000	21,741
Pension Deficit Recovery Payments	16,000	16,000
Sundry Debtors written off	0	0
Settlement Discount taken	7,450	8,174
	220,934	289,037



From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

Note Notes to the Accounts

7. At the time of preparing the Estimates for 2016/17, the Board planned to finance the estimated net deficit as follows:

	<u>Budget</u>
Transfer from the Capital Works Reserve	0
Transfer from the Development Reserve	0
Transfer from the Plant Reserve	310,000
Transfer from the Partnership Working Reserve	0
Reducing/(inc.) the Balance of the General Reserve	201,019
	<u>511,019</u>

8. **TANGIBLE FIXED ASSETS**

	Pumping Stations	Land and Buildings	Plant and Equipment	Office & RT Equipment	Total
Cost					
Opening Balance as at 1-4-2016	156,750	854,507	1,699,941	72,771	2,783,969
(+) Additions	0	16,750	33,721	0	50,471
(-) Disposals	0	0	0	0	0
Closing Balance as at 31-3-2017	<u>156,750</u>	<u>871,257</u>	<u>1,733,662</u>	<u>72,771</u>	<u>2,834,440</u>
Depreciation					
Opening Balance as at 1-4-2016	94,049	327,500	879,069	72,771	1,373,390
(+) Depreciation Charge for year	15,675	11,510	146,727	0	173,912
(-) Accumulated depreciation written out on disposal	0	0	0	0	0
Closing Balance as at 31-3-2017	<u>109,724</u>	<u>339,010</u>	<u>1,025,797</u>	<u>72,771</u>	<u>1,547,302</u>
Net Book Value at 1-4-2016	62,701	527,007	820,872	0	1,410,579
Net Book Value at 31-3-2017	47,026	532,247	707,865	0	1,287,139

Full details of all movements during this year are recorded in the Board's Fixed Asset Register. The Board also shares ownership of a proportion of the WMA's Shared Fixed Assets, which were last valued by Cruso & Wilkin, Chartered Surveyors, as at 31 March 2012. Such assets have a Net Book Value of zero.

9. 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 Current Account is reconciled as follows:

	<u>2015/16</u>	<u>2016/17</u>
Opening Balance as at 1-4-2016	43,768	91,030
Receipts	4,031,565	4,643,418
Payments	-3,984,303	-4,391,453
Closing Balance as at 31-3-2017	<u>91,030</u>	<u>342,995</u>
Balance on Statement as at 31-3-2017	148,004	382,018
Less: Unpresented Payments	-56,974	-39,023
Add: Unpresented Receipts	0	0
Closing Balance as at 31-3-2017	<u>91,030</u>	<u>342,995</u>

10. The Aged Debtor profile is currently as follows:

Debt period	Amount	Number of Debtors	
<=30 days	7,490	4	
>30 days and <=60 days	0	0	
>60 days and <=90 days	4,933	1	Paid 21/04/2017
>90 days	-290	1	
	<u>12,132</u>	<u>6</u>	
>90 days	Amount	Inv. Date	Originator
KI0002	-290	31/07/2015	Planning Department

11. Term Deposits are currently as follows:

Investment Maturity

From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

Note Notes to the Accounts

Financial Institution	Capital	Date	Date	Interest Rate
Natwest Treasury Reserve Deposit	500,000	26/10/2016	26/10/2017	0.51%
Skipton Building Society	300,000	30/11/2016	18/04/2017	0.27%
Principality Building Society	500,000	15/12/2016	28/04/2017	0.35%
Nottingham Building Society	200,000	04/01/2017	15/05/2017	0.41%
National Counties Building Society	200,000	16/01/2017	31/05/2017	0.40%
Skipton Building Society	200,000	30/01/2017	15/06/2017	0.28%
Progressive Building Society	200,000	15/02/2017	30/06/2017	0.30%
West Brom Building Society	300,000	28/02/2017	14/07/2017	0.37%
Newcastle Building Society	500,000	15/03/2017	31/07/2017	0.40%
Progressive Building Society	300,000	31/03/2017	15/08/2017	0.35%
	3,200,000			

12. Special Levies are paid by Constituent Councils in two halves due on 1 May and 1 November every year. There are currently 76 Ratepayers that have not paid their Drainage Rates for 2016/17, as compared to 88 Ratepayers this time last year. Summarised transactions for Drainage Rates and Special Levies during the year are as follows:

	2015/16	2016/17
Arrears b/fwd	7,469	23,293
Drainage Rates for the year	931,835	931,920
Special Levies for the year	1,203,436	1,203,529
New Assessments	2,159	7,809
Value Increases (Decreases)	-2,530	-7,764
Payments Received	-2,064,163	-2,116,009
Settlement Discount	-7,348	-8,600
Returned/(Represented) amounts	746	39,191
Summons Collection Costs	3,525	5,550
Irrecoverables and write offs	-1,313	-24,185
Sundry adjustments	1,433	1,696
Compensation	-51,956	-51,796
Arrears c/fwd	23,293	4,634

13. Grants Due on the following scheme (£99,000 received on 5/04/2017):

	2015/16	2016/17
SCH58 Sutton St James Pump Refurbishment	0	485
	0	485

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

	2015/16	2016/17
SCH14 Health & Safety Works	0	0
SCH22 Little Holland Pumping Station Refurbishment	486	0
SCH23 Wisemans Pumping Station	4,875	2,445
SCH25 South Holland Main Drain Sluice Refurbishment	1,804	949
SCH27 Generator Connections	7,934	5,324
SCH29 Catchment Modelling Fleet Fen	10,650	9,120
SCH30 Catchment Modelling Peartree Hill	429	0
SCH31 Catchment Modelling Donningtons	4,986	3,659
SCH32 Peartree Pump Replacement	12,216	9,246
SCH33 Fleet Fen Refurbishment	7,867	4,200
SCH34 Lords Sluice Preliminaries	54	0
SCH35 Catchment Modelling Little Holland	1,735	655
SCH36 Catchment Modelling Roses	939	466
SCH41 Lords Sluice Refurbishment	94,496	61,285
SCH52 Holbeach River Outfall Sluice Refurbishment	0	0
SCH64 Donningtons Pump Refurbishment	0	77,000
SCH65 Westmere Pumping Station & Sluice Refurb Study	0	10,000
	148,470	184,348

15. The Holiday Entitlement Control relates to frozen holiday pay for the following employees. This liability will increase every year by the rate of wage increase until the employees retire, which was agreed by the Board's predecessors in 1974:

From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

Note Notes to the Accounts

	2015/16	Increase (%)	2016/17
Works Supervisor (S12): 21 days	2,796	1%	2,824

16. Movements on the General Reserve are made up as follows:

	2015/16	2016/17
Opening Balance as at 1-4-2016	1,565,056	1,532,073
Net Surplus/(Deficit) for the year	159,461	332,002
Net transfer (to)/from Capital Works Reserve	-139,202	-360,213
Net contributions transferred to Development Reserve	-53,243	-114,041
Transfer balance from Plant Reserve	0	0
Closing Balance as at 31-3-2017	1,532,073	1,389,822

17. Movements on the Development Reserve are made up as follows:

	2015/16	2016/17
Opening Balance as at 1-4-2016	379,001	432,244
Net contributions transferred from General Reserve	53,243	114,041
Closing Balance as at 31-3-2017	432,244	546,285

18. Movements on the Plant Reserve are made up as follows:

	2015/16	2016/17
Opening Balance as at 1-4-2016	1,545,688	1,545,688
Net contributions transferred from General Reserve	0	0
Closing Balance as at 31-3-2017	1,545,688	1,545,688

19. The Capital Works Reserve is currently made up as follows:

	2015/16	Tfr from/(to) Gen. Reserve	2016/17
N/A Unallocated, available for partnership working	203,470	-59,538	143,932
SCH52 Holbeach River Outfall Sluice Refurbishment	0	0	0
SCH52 Holbeach River Outfall Sluice Refurbishment Tfr to unallocated	44,326	-44,326	0
SCH18 Telemetry	25,462	-25,462	0
ASSORT. Catchment Modelling	42,885	0	42,885
SCH57 Doningtons Pump Refurbishment	36,991	171,890	208,881
SCH58 Sutton St James Pump Refurbishment	19,100	297,649	316,749
SCH61 Peartree Hill Pump Weedscreen Cleaner	0	10,000	10,000
SCH54 Exeter Drain North Upstream of Halmergate	0	10,000	10,000
	372,234	360,213	732,447

20. Movements on the Revaluation Reserve are made up as follows:

	2016/17
Opening Balance as at 1-4-2016	477,413
Less:	
Pumping Station Depreciation	-15,674
Workshop Historic Cost written out	0
Closing Balance as at 31-3-2017	461,739

21. **Pension Liability**

- (i) The Pension Liability is calculated by the Local Government Pension Scheme (LGPS) Fund Actuary at the end of every financial year. It is a notional liability that is shown as a Long Term Liability on the Balance Sheet. This figure is meant to show the extent of the Board's liability at the Balance Sheet date, based on a number of actuarial assumptions. However it is important to note that this sum does not represent an estimate of the exit cost of withdrawing from the LGPS at the Balance Sheet date.
- (ii) The Board is a member of the Water Management Alliance Consortium and as such also has a proportion of the pension liability for the shared staff that are employed by King's Lynn IDB, t/a the Water Management Alliance. The Fund Actuary for Norfolk County Council has prepared a separate Report for the Water Management Alliance, which identifies a notional net pension liability of £1,827,000 as at 31 March 2017 that is shared by all 5 Member Boards. The Board's share of this



From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

Note **Notes to the Accounts**

pension liability is set out every year in the WMAs Basis of Apportionment, which was approved by the Board on 03 February 2016.

22. Related Party Transactions

- (i) 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.
- (ii) R. Price has performed pump attendance duties at the Board's pumping stations during the year, for which he has been paid £15,900. Mr R Price is the son of Mr A Price, Operations Manager.
- (iii) The Board is a member of the Water Management Alliance Consortium, who provide administrative services to the Board. The Board has 3 representatives who serve on the Consortium Management Committee, that include the Chairman and Vice Chairman of the Board.

P J CAMAMILE
CHIEF EXECUTIVE

P WALKER
FINANCE ASSISTANT

From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017	ACTUAL 2015/16 £	ACTUAL 2016/17 £
1 Balances brought forward		
General Reserve	1,565,056	1,532,073
Development Reserve	379,001	432,244
Capital Works Reserve	233,032	372,234
Plant Renewals Reserve	1,545,688	1,545,688
Revaluation Reserve	493,089	477,414
Pension Reserve	-4,893,000	-4,767,000
As per Statement of Accounts	-677,134	-407,347
(-) Fixed Assets and Long Term Liabilities		
Pension Liability	-4,893,000	-4,767,000
Net Book Value of Tangible Fixed Assets	1,113,900	1,410,579
	-3,779,100	-3,356,421
(=) Adjusted Balances brought forward (Net Current Assets)	3,101,966	2,949,074
2 (+) Rates and Special Levies		
Drainage Rates	931,805	931,733
Special Levies issued by the Board	1,203,435	1,203,529
As per Statement of Accounts	2,135,240	2,135,262
3 (+) All Other Income		
Grants Applied	0	51,607
Rental Income	2,365	817
Income from Rechargeable Works	145,814	12,261
Investment Interest	14,510	18,195
Development Contributions	53,243	114,041
Other Income	16,455	194,508
Profit/(Loss) on disposal of Fixed Assets	-3,200	0
As per Statement of Accounts	229,187	391,429
(+) Income from Sale of Fixed Assets (above profit/(loss))		
Capital Cost of disposals	119,425	0
Accumulated depreciation written out	-85,925	0
	33,500	0
(=) Adjusted Other Income	262,687	391,429
4 (-) Staff Costs		
Labour Operations Account	574,590	546,011
Technical Support Staff Costs	135,748	142,221
Administration Staff Costs	85,349	90,455
	795,687	778,687
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	364,798	320,556

From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017	ACTUAL 2015/16 £	ACTUAL 2016/17 £
Environment Agency Precept	145,835	145,835
Maintenance Works	1,295,209	1,397,359
Administration Charges	170,835	289,037
Cost of Rechargeable Works	98,577	8,944
Net Deficit/(Surplus) on Operating Accounts	129,712	32,955
Depreciation/(Revaluation) of Pumping Stations	15,675	15,675
As per Statement of Accounts	2,220,641	2,210,362
(-) Depreciation Charged		
Mobile Plant and Equipment	150,432	146,726
Buildings	0	11,509
Pumping Stations	15,675	15,675
	166,107	173,910
(-) Staff Costs now reported in Box 4	795,687	778,687
(+) Capitalised Additions		
Office and Workshop Refurbishment	112,294	16,750
Mobile Plant and Equipment	383,993	33,721
	496,286	50,471
(=) Adjusted Other Expenditure	1,755,133	1,308,236
7 (=) Balances carried forward		
General Reserve	1,532,073	1,389,822
Development Reserve	432,244	546,285
Capital Works Reserve	372,234	732,447
Plant Reserve	1,545,688	1,545,688
Revaluation Reserve	477,414	461,739
Pension Reserve	-4,767,000	-5,459,000
As per Statement of Accounts	-407,347	-783,019
(-) Fixed Assets and Long Term Liabilities		
Pension Liability	-4,767,000	-5,459,000
Net Book Value of Tangible Fixed Assets	1,410,579	1,287,139
	-3,356,421	-4,171,861
(=) Adjusted Balances carried forward (Net Current Assets)	2,949,073	3,388,842
8 Total Cash and Short Term Investments		
Bank Current Account	91,030	342,995
Short term Investments	2,900,000	3,200,000
As per Statement of Accounts	2,991,030	3,542,995
9 Total Fixed Assets and Long Term Assets		
Land and Buildings (valued at Purchase Cost)	854,507	871,257
Office and RT Equipment (valued at Purchase Cost)	72,771	72,771
Plant and Equipment (valued at Purchase Cost)	1,699,941	1,733,662
Pumping Stations (Revalued)	156,750	156,750
Shared Consortium Assets (valued at Nett Book Value)	0	0
As per Fixed Asset Register	2,783,969	2,834,440

From: 01 April 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017	ACTUAL 2015/16 £	ACTUAL 2016/17 £
---	------------------------	------------------------

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 2016
To: 31 March 2017

Period To: 12
Year Ended: 31 March 2017

BOX NO. ANNUAL RETURN, FOR THE YEAR ENDED 31 MARCH 2017	ACTUAL 2015/16 £	ACTUAL 2016/17 £
---	------------------------	------------------------

7, 8 RECONCILIATION BETWEEN BOXES 7 AND 8	ACTUAL 2015/16 £	ACTUAL 2016/17 £
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7	Balances carried forward (adjusted)	2,949,073	3,388,842
	(-) Deduct: Debtors and Prepayments		
	Stock	3,759	5,990
	Debtors Control Account	69,411	12,132
	Work in Progress	0	0
	Ratepayers Due	23,293	4,634
	Prepayments	7,312	5,908
	Prepayments/(Accruals) WMA	2,584	-28,800
	Accrued Interest	0	0
	VAT Due from HMRC	11,173	33,559
	Grants Due	0	485
		117,532	33,908
	(+) Add: Creditors and Payments Received in Advance (<= 1 Year)		
	Creditors Control Account	493	293
	Grants Unapplied	148,470	184,348
	Holiday Entitlement Control	2,796	2,824
	Payroll Liabilities	0	0
	Accruals	-1,500	0
	Rates/Special Levies Paid in Advance	9,230	596
		159,489	188,061
	(=) Box 8	2,991,030	3,542,995
8	(=) Total Cash and Short Term Investments		
	Bank Current Account	91,030	342,995
	Short term Investments	2,900,000	3,200,000
		2,991,030	3,542,995

P J CAMAMILE
CHIEF EXECUTIVE

9 MAY 2017

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

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, 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** and any additional information requested, to your external auditor by the due date.

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

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

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

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

SOUTH HOLLAND IDB

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		'Yes' means that this smaller 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
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 smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.	
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
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 smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
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	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

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

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

SOUTH HOLLAND IDB

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	3101966	2949073	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	2135240	2135262	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	262687	391429	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	795687	778687	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 smaller authority's borrowings (if any).				
6. (-) All other payments	1755133	1308235	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	2949073	3388842	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	2991030	3542995	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	2783969	2834440	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
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)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>		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.
Yes	No						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE

Date

DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual 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. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative 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 smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/do not certify* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

SOUTH HOLLAND IDB.

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this smaller 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) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Name of person who carried out the internal audit

Kathy Woodward

Signature of person who carried out the internal audit

K Woodward

Date

03/04/2017

*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, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.

South Holland IDB

Schedule of Paid Accounts

Payment Date From : 01/01/2017

Payment Date To : 31/03/2017

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
AD0101	ADC (East Anglia) Ltd	Pipe Jetting Services	35,745.00
AN0100	Anglia Farmers Ltd	Electricity	25,145.29
AY0101	Mr B Ayres	Building Supplies	326.34
BL0266	Blueline Trailers	Trailer Accessories	418.80
BR0200	Breedon Aggregates England Ltd	Aggregates supplier	2,040.82
BR0211	BT Payment Services Ltd	Telephone Bill	2,583.28
BU0203	Bunzl Cleaning & Hygiene Supplies	Cleaning Supplies	541.44
CA0302	Fred Campling & Sons	Excavator Transport	1,008.00
CH0303	Chandlers (Farm Equipment) Ltd	McConnell Multisaw Head	9,600.00
CO0301	Coles Quality Drycleaners	Dry Cleaning	94.25
CO0348	Cover-Up	Protective Clothing	714.00
CR0310	Crusader Traffic Ltd	Road Signs	78.00
DE0402	Vodafone Ltd	Telemetry Internet	68.40
DR0401	Drilltec (East Anglia) Ltd	Drilling Work	474.00
ED0001	Ed's Mowers & Machinery Ltd	Mower spares	607.02
EN0520	Engineering & Welding Supplies Ltd	Gas cylinders	393.59
EN0521	Enforcement Bailiffs Ltd	Bailiffs Fees	488.00
EP0529	EPH Supplies (Wholesale) Ltd	Electrical Components	10,033.31
FI0002	Finning (UK) Ltd	Caterpillar Servicing	4,895.71
GD0701	G & D Engineering (Moulton) Ltd	Flat Sheet	75.00
GM0101	GMB National Administration Unit	Union Subscriptions	312.00
HA0802	Hawker Electronics Ltd	Alarm Units	575.30
HA0826	Hargrave Agriculture Ltd	Assorted Components	2,308.02
HI0802	R J H Supplies Ltd	Assorted Components	408.72
HM0102	HMRC CIS	Subcontractor Payments	1,020.00
HO0811	Hortech Systems Ltd	Assorted Components	372.86
HO0825	Hook's of Holbeach	Builders Merchants	135.67
IN0901	Inland Revenue	PAYE	25,850.64
JA1001	J A Services Ltd	Engineering Services	4,788.00
JE1001	Jewson Ltd	Building Supplies	94.75
KI1103	Kirby & Wells Ltd	Building supplies	170.09
KL0001	Kloekner Metals UK	Metals	314.65
KW0001	K & W Mechanical Services Ltd	Wirewatchers	118.68
LI0001	Listers	Toyota Parts/Servicing	1,773.73
LI1213	Lincolnshire Wildlife Trust	Survey, Reporting and Monitoring	2,797.20
LO0002	Longwater Construction Supplies	Twinwall pipe/Blocks	43,818.03
LS0001	L & S Engineers Ltd	Assorted small tools	399.18
MA1309	Mastenbroek Ltd	Machinery/Spares	374.37
MV0001	M V S Fencing Ltd	Fencing	1,158.00
NC0001	NCD Equipment Ltd	Tree Shearer	5,040.00
NF0001	NFU Mutual	Union Subscriptions	2,575.74
O20001	O2 UK Limited	Telemetry/Mobile Phones	675.47

South Holland IDB

Schedule of Paid Accounts

Payment Date From : 01/01/2017

Payment Date To : 31/03/2017

<u>Account ID</u>	<u>Name</u>	<u>Details</u>	<u>Amount Paid This Period</u>
OV0001	Ovivo UK Ltd	Approval of Drawings	39,912.20
PA1604	Paktronic Engineering Co Ltd	Switchgear	9,081.73
PE1631	Pearson Hydraulics Ltd	Hydraulic Parts	2,711.57
PE1633	G & J Peck Ltd	JCB Parts	2,316.28
PO0101	Post Office Ltd	Vehicle Licences	460.00
PR1663	R Price Plastering	Drainage Operative	5,100.00
PR1668	Prudential Local Government AVC	AVC	521.65
PU1601	Pulsar Process Measurement Ltd	Process Measurement Units	914.40
RI0001	Rix Petroleum (East Anglia) Ltd	Fuel	20,959.96
RO1801	Rocksure Systems Ltd	Lone Worker Service	980.46
RO1803	Rossendales	Bailiff's VAT	21.63
SH1902	Shoebridge Engineering Ltd	Pump/Weedscreen Cleaner	15,072.00
SO1940	South Lincs Plant Hire & Sales Ltd	Plant Hire	450.78
ST1988	E Sterma & Son	Tree Felling	5,436.00
SU0002	Survey Express Services	Calibration	315.60
TB2001	T.B.C. Ltd	Engineering Supplies	7,122.81
TE0001	Tennyson Tyres Ltd	Tyres	7,601.50
TH1001	P J Thory Ltd	Aggregates	824.12
TM2001	T.M.C. Lifting & Engineering	Duplex Slings	43.73
TO2030	Town & County Engineering	Small Stores Equipment	332.40
TO2031	Toyota (GB) Ltd	Toyota Dealer	26,043.89
TO2032	Tonwood Home Hardware	Tools	44.95
TR2003	The Training Association (WEST)	Training	90.00
VE0101	Veolia ES (UK) plc	Rubbish Collection	1,066.16
VO2201	Volvo Construction Equipment Ltd	Excavators/parts/servicing	3,557.78
VO2203	Vodafone Ltd (Tel)	Telemetry mobiles	30.63
WA2310	Watling JCB Ltd	JCB Parts	303.69
WA2345	Water Management Alliance	Staff Recharges/Onebill	165.18
WE2330	West End Garage	Fuel	47.50
WI2306	T Wilkinson	Rat & mole control	2,837.90
WI2308	Winyard Engineering Ltd	Assorted components	757.68
WO2311	A Woods	Sundry parts	526.51
WR2311	Philip G Wright Excavations Ltd	Tree Cutting	15,300.00
WY0001	West Yorkshire Pension Fund	Superannuation	29,682.98
YO0001	York Survey Supply	Calibration	54.00

Please note that the amounts shown above include Vat £ 391,099.02

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
<p>To reduce the flood risk to people, property, public infrastructure and the natural environment by providing and maintaining technically, environmentally and economically sustainable flood defences within the Internal Drainage District (IDD).</p>	<p>Reduction in, or insufficient finance, grant and income.</p>	<p>Erosion of the Board's capital and general reserves.</p> <p>Reduction in standard of FCERM services the Board is able to provide.</p> <p>Inability to replace assets as scheduled in the Board's asset management plan and EA MTP.</p>	<p>3</p>	<p>3</p>	<p>High 9 →</p>	<p>Chairman's Committee to look at new finance mechanisms.</p> <p>Plant & Development Committee to investigate new ways of working.</p> <p>Seek to re-establish Local Drainage Group meetings with LCC/SHDC/BC and IDBs to facilitate access to funding for schemes in Common Works Programme.</p>
	<p>Environment Agency (EA) is no longer willing or able to carry out work on sea defences that protects the Internal Drainage District, or continues to maintain these defences but to a reduced standard.</p>	<p>Potential for overtopping into the IDD during severe weather events.</p> <p>Cost implication of managing the increase in water and potential damage to the Board's infrastructure.</p>	<p>2</p>	<p>3</p>	<p>High 6 ↑</p>	<p>Anglia (Northern) RFCC has agreed funding for retention and designation of the second line sea defences. Assignment of those designations is a work in progress with the EA.</p> <p>The Board supports local stakeholder groups seeking to develop strategies for the reinstatement of sea walls (Wash Frontage Group).</p> <p>The Board has entered into a PSCA with the EA but has elected to only undertake works</p>

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
						under this agreement where there is a benefit to the Board as determined by the Operations Manager.
	Possible enforced works on Board's infrastructure arising from implementation of Eel Regs 2009	Huge cost implications if works are not grant funded.	2	3	High 6 →	Engineer has worked with EA to assess and prioritise sites. EA has given derogation until 2020. Apply for grant aid.
To enable and facilitate land use for residential, commercial, recreational and environmental purposes by guiding and regulating activities, which have the potential to increase flood risk.	<p>Planning Authorities ignore advice provided by Board.</p> <p>Lack of staff resources results in turning a blind eye to Byelaw/Land Drainage Act infringements and contraventions.</p> <p>SUDs managed by private management companies who allow them to</p>	<p>Increased flood risk.</p> <p>Potential for lost income from SWDCs and commuted sums.</p> <p>Inadequate or lack of maintenance of SUDs could have an</p>	2	3	High 6 ↑	<p>Planning/Enforcement is undertaken by Board Officers and issues are raised at Board and Committee meetings.</p> <p>Board Officers comments on planning applications are available on Local Authority website.</p> <p>Lobby Local Authority Planners to include IDBs as Statutory Consultees and to treat IDB watercourses as SUDs.</p> <p>A SUDs adoption and charging policy adopted by the Board at its 1 November 2016 meeting to promote IDB services for adoption of SUDs to ensure these are properly maintained in</p>

STRATEGIC OBJECTIVES	RISK	IMPACT	LIKELIHOOD SCORE (1 – 3)	IMPACT SCORE (1 – 3)	RISK RATING (HIGH, MEDIUM, LOW)	RESPONSE (ACTIONS PLANNED/TAKEN)
	fall into disrepair by lack of long term maintenance.	adverse impact on the IDB infrastructure and subsequently increase the risk of flooding.				perpetuity.

Risk Assessment Matrix

Likelihood			
Highly Likely	Medium (3)	High (6)	High (9)
Possible	Low (2)	Medium (5)	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.

South Holland IDB

Distributed to :

Members

Biggadike F
Booth S M
Carter T Mrs
Casson A
Coupland P
Foyster P
Geest J L van
Grundy N J
Hay A G
Howard M
Markillie S A R (Vice-Chairman)
Perowne J
Seymour M D
Sneath Mrs E
Stancer I
Taylor S R
Thompson R C
Tyrrell J
Walls P
Ward J W
Worth D R (Chairman)

Officers

Camamile P J
Jeffrey Miss S
Price A D
Vines K L J

South Holland IDB Meeting 9 May 2017at 10.30 am