

**Ancholme Internal Drainage
Board**

**Godfrey's Offices
Elsham Top
Brigg
DN20 0NU**



**Meeting *Papers*
Wednesday 18 May 2016
2:00pm**


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Meeting Papers

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Clerk to the Board

Purpose

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Agenda

1. Governance matters
2. Clerk Report
3. Financial Report
4. Engineering Report
5. Health and Safety Report
6. Environmental Report
7. Any Other Business by Leave of the Chairman
8. Date of next meeting

1. Governance

1.1 Declaration of Interest

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

1.2 Apologies for Absence

1.3 Minutes of the meeting held on 27 January 2016

| | | |
|----------------|-------------------------|-----|
| Present | Mr R Borrill (Chairman) | RB |
| | Mr S Brown | SB |
| | Mr S Buckley | SB1 |
| | Mr C Day | CD |
| | Mr I Dowson | ID |
| | Mr J Jackson | JFJ |
| | Mr J James | JJ |
| | Mr I Glover | IG |
| | Mr P Richardson | PR |
| | Mr R Ogg | RO |
| | Mr W R Strawson | WS |
| | Mr H Williams | HW |
| | Mr J Summers | JS |
| | Mr I Glover | IG |
| | Mr N Sherwood | NS |
| | Mr M Storey | MS |

In attendance on behalf of JBA Consulting, Clerk, Engineer, Finance Officer and Rating Officer:

| | |
|-------------|-------|
| Mr I Benn | Clerk |
| Mr C Benson | FO |
| Mr P Jones | Eng |

Welcome to New Member

2016.1 The Chairman welcomed Mr Mike Storey, North Lincolnshire Council nominated member, to his first meeting of the Board.

Declaration of Interest

2016.2 ID declared an interest in item 4.1.2 Low Farm area, and NS declared an interest as Chair of Planning for North Lincs Council in items 4.3 on Agenda

Apologies for Absence

2016.3 Apologies for absence were received from Roger Herring, Julie Jackson, Holly Mumby-Croft, Helen Rowson and Carl Sherwood.

Chairman's Announcement

2016.4 None required

Minutes of the Last Meeting

- 2016.5** Minutes of the meeting held 4 November 2015 within the meeting papers were considered by the Board. Proposed they be signed as a true record of the last meeting. Seconded, all in agreement

Matters Arising

- 2016.6** 2015.87 – AG confirmed that he had reviewed the documents and that Natural England did have the right to impose the licence. The Clerk added that the matter had been discussed at the ADA Technical and Environment Committee where it was thought that displacement was the best option. Natural England were now reviewing the guidance.

Matters arising not elsewhere on Agenda

- 2016.7** Shire Group website – The Clerk informed members that the website was to be updated and the estimated cost was in the region of £10,000. The Board's share will be in the region of 10% of the total cost. This percentage has been calculated using the rateable values of all the Boards on the website. SB proposed and JS seconded that the Board agreed to the development of the website. It was agreed that the website should record the number of hits on the Board's pages, it should have links to and from the North Lincolnshire Council's website as well as other key partners and be compatible with iPads, iPhones etc.
- 2016.8** PSCA – The Clerk confirmed that he had signed the agreement on behalf of the Board.

Complaints/FOI requests

- 2016.9** None.

Clerk Report

The Clerk's Report, previously circulated to members was considered as reported

- 2016.10** Humber Flood Risk Management Steering Group – The Clerk advised members that the meeting was planned to take place next week.
- 2016.11** Isle of Axholme – Clerk provided updated information. The Strategy requires a passing off of EA assets, there is a number of EA pump stations affecting IDBs. This is being done in parallel with highland water carriers de-mainment. There is little chance of funds being available with any transfer. The Board will be required to look at the opportunity, but needs to understand associated cost implications and clearly identify benefits to the Board in managing these assets. EA cannot justify expenditure for pure land drainage benefit, only flood risk management affecting people and property. Members noted the arena has become political.
- 2016.12** ADA – Members noted the appointments of three Officers to the national committees of ADA. The Chairman commented on the statements produced by ADA confirming he would contact ADA and compliment on the content.

- 2016.13** Board Information – The Clerk briefly reviewed the data that was contained within the papers. It was suggested that including the catchment area of the pumping stations would be helpful in comparing the expenditure levels.

Finance Report

The Finance Report previously circulated to Members was discussed.

- 2016.14** Rating report – due to an overpayment the balance outstanding was now £106.79, in credit.
- 2016.15** Internal Audit – Following the review of the market test, the service for the next five years had been awarded to Brodericks GBC, the current service provider.
- 2016.16** System of Internal Audit Review Meeting – The minutes of the meeting held 23 November 2015, which were contained within the meeting papers, were noted.
- 2016.17** Risk Register – The Risk Register document was reviewed by members and it was agreed that the possible loss of income from the Board's biggest single ratepayer should be added to the register. Members formally approved the Register as presented.
- 2016.18** List of payments – Members approved the list of payments paid by cheque totalling £35,171.18 and a list made direct from the bank account totalling £165,409.95, of which £20,146.34 were signed by the Officers only.
- 2016.19** Estimates Rates and Special Levies for the Year Ending 31 March 2017 –
The Board considered and approved an Estimate of Income and Expenditure for the year ending 31 March 2017, copies of which had been previously circulated to members.

In accordance with Section 37 of the Land Drainage Act, the Board determined the aggregate annual value of chargeable properties in the district and the aggregate value of all other land in the district as at 31 December 2015 for the financial year beginning 1 April 2016 as follows:-

| | |
|--|-------------|
| a) Aggregate annual value of chargeable properties | £ 2,815,951 |
| b) Aggregate value of all other land | £ 1,803,495 |

Members reviewed the financial forecasts and SB proposed to leave the rate at the current level of 12.29p and this was seconded by AG. Members approved this proposal.

It was agreed that for the purpose of defraying costs, charges and expenses etc. incurred by the Board under the Land Drainage Act 1991 for the period 1 April 2016 to 31 March 2017, and in pursuance of the Internal Drainage Board (Finance) Regulations 1992, that the Board make a drainage rate for their district in respect of agricultural land and agricultural buildings and a Special Levy as follows:-

The amount of the Board's expenses to be met by drainage rates was £346,164 by way of an occupier's rate of 12.29p in the £ on the basis of the annual value of agricultural land and agricultural buildings in the district.

The amount of the Board's expenses to be met by Special Levy was as follows:-

North Lincolnshire Council £203,137

West Lindsey District Council £18,512

The Chairman and Clerk were authorised to seal the rate and the Special Levy on the Local Authority in accordance with the Act and the Finance Regulations

2016.20 Five year budget estimate – Members noted the estimated out turn to 2021.

2016.21 Capital Works Program – Members were informed of the current pumping station replacement program and this was supported by the Engineer who informed members of the Asset replacement process.

Engineers Report

The Engineer's Report, previously circulated to members was considered as reported with two additional updates.

2016.22 Scawby Beck Telemetry – Engineer confirmed that the developers are paying for the telemetry system to be installed on Scawby Beck. The Board's operative will monitor the water levels and the developers will also meet this annual cost.

2016.23 River Ancholme Gravity Outfalls – MS informed members that the Ancholme River Trust were working closely with the EA on the lowering of River levels and wished to engage with the Board in discussions on their requirements. He noted silt levels in the River being an issue. However, he added that the EA are now taking into account the requirement of others and will consider their river lowering protocol accordingly. It was agreed that the Board should work with the Ancholme River Trust and other local partners to improve this process.

2016.24 River Humber Gravity Outfalls – The Engineer took the opportunity to thank ID and North Lincolnshire Council for their help and assistance with the recent outfall clearance works at Low Farm Outfall. ID suggested that the Board should consider an evacuation system as the siltation would happen again.

2016.25 Maintenance – De-maining of Environment Agency Main Rivers – The Engineer advised members that he had not had a response from the Environment Agency to the letter that he had sent to them on behalf of the Board.

2016.26 Reads Island siltation – HR had sent in an email to the Engineer with regard to the siltation and asked that it was read out and discussed at the meeting. The Engineer had discussed the matter with the EA who were not aware of any concern with respect to the River Ancholme's outfall into the Humber. The Engineer also advised members of the Agency's key dates for flood defence works.

2016.27 Planning - information set out in the papers

Health and Safety Report

2016.28 Clerk advised his report for information only. ID stated that the operative's lone worker device was not operational. The Clerk confirmed that there had been an issue with the device but this had been successfully resolved.

Environmental Adviser's Report

2016.29 The Environmental Adviser's report previously circulated to Member was discussed.

2016.30 Eels Regulations – AG was invited to take this item. He agreed with the recommendation that the Board undertake a habitat survey to establish if the Worlabby pumping station catchment was suitable for eel. This proposal was seconded by JJ and members agreed. Discussions followed with regard to the proposed macroinvertebrate survey. SB proposed to do only the habitat survey. MS proposed to do both the habitat and macroinvertebrate survey and this was seconded and approved by the Board with one abstention.

2016.31 Biodiversity Action Plan – PR confirmed he has a map showing the location of barn owl boxes

Any Other Business

2016.32 None

Date of Next Meeting

2016.33 18th May 2016 at 2pm, Godfreys Offices, Elsham. Meeting closed 3.50pm.

1.3.1 Matters arising there from not elsewhere on Agenda

1.4 Complaints/FOI requests

None received.

2. Clerk report

Recommendations:

- To note the information contained in this report
- Agreement and resolution to adopt Data Sharing Agreement and Data Sharing Policy (Item 2.1)

2.1 Policies

The Board holds personal data of land owners and land occupiers within its district. That information is used to enable the Board to carry out its functions. Where the functions of the Board are carried out by contractors or third party agents, it may be necessary to share personal data with those organisations to enable them to carry out the functions of the Board.

Proposed wording for a Data Sharing Agreement and Data Sharing Policy can be viewed at Appendix A.

2.2 Legislation

Nothing to report

2.3 Isle of Axholme Strategy Implementation

Isle of Axholme improvements - Environment Agency (EA) Report

We are continuing to work closely with the Doncaster East Internal Drainage Board, Isle of Axholme Water Level Management Board, North Lincolnshire Council (NLC) and Doncaster Metropolitan Borough Council regarding the future management of the Isle of Axholme. There are currently 17 schemes within the Isle due for completion by 31 March 2021, of which one has already been completed. Collectively the work will help to manage flood risk for over 20,000 properties, 36km of critical infrastructure and over 46,000 hectares of agricultural land. A multi organisation governance structure has now been put in place to drive this important piece of work forward.

The recommendations for a combined delivery programme and management rationalisation should be available by the end of April 2016.

Deborah Campbell,
COASTAL MANAGER

2.4 North Lincs. Flood Risk Management Board – EA Update

South Ferriby Pointing Doors:

- Refurbishment of the tidal pointing doors at Ferriby Sluice, West Drain and East Drain.
- Allocation of funding has been confirmed at £1.04 million.

- We have now placed the order for the tidal doors with a specialised timber door supplier.
- Expected installation summer 2016 dependent on weather.
- We have also started consultation with Historic England as the tidal lock, sluice gates and West Drain structures are a designated Scheduled Ancient Monument.

Humber – Winteringham Ings & South Ferriby sea defence improvements:

Alongside NLC, we have submitted an Expression of Interests to the Humber LEP for a £1.6 million Growth Fund contribution.

- We are discussing partnership funding contributions with CEMEX and NLC.
- We have recently met with representatives from NLC, South Ferriby and Winteringham parish councils, ward councillors and CEMEX. We will continue these important meetings at key points during the scheme.
- We have invited and received tenders from WEM Consultant suppliers to develop the economic business case. The Outline Business Case is expected to be completed by spring 2017.

Humber - Barton to New Holland sea defence improvements:

Alongside NLC we have submitted an Expression of Interests to the Humber LEP for a £1.4 million Growth Fund contribution.

- Partnership funding local contributions will be challenging as £2 million minimum will be required. A joint partnership funding plan will be developed with NLC to attract contributions from utilities, local enterprises and national retailers.
- Natural England has been approached to discuss the significant ecological mitigation measure and opportunities, in addition to internal ecological guidance.
- We are reviewing the Initial Assessment for the scheme to determine its feasibility to progress to the next stage.
- We have invited and received tenders from WEM Consultant suppliers to develop the business case. The Outline Business Case is envisaged to be completed by spring 2017.

**Deborah Campbell,
COASTAL MANAGER**

2.5 Defra

Nothing to report

2.6 Environment Agency (EA)

2.6.1 Flood Risk Management Plans



17 March 2016

Flood risk management plans have been published

The first cycle Flood Risk Management Plans, developed jointly by Risk Management Authorities, have been published today. These plans describe the risk of flooding from rivers, the sea, surface water, groundwater and reservoirs; and they do so at a river basin and a catchment scale. The plans set out how Risk Management Authorities will work together, and with communities, to manage flood and coastal risk between 2015 and 2021. This includes measures and actions to manage the risk and improve resilience.

FRMPs are developed using the best information currently available including: information from past flooding, Catchment Flood Management Plans, Shoreline Management Plans, Local Flood Risk Management Strategies and Surface Water Management Plans (where available). Following the December 2015 flooding we updated FRMPs to reflect the impacts seen across the north of England and the resulting priorities. This was important to ensure that they provide an accurate reflection of the risk in a river basin, and we therefore felt it was appropriate to delay publication of FRMPs to make sure that they take account of the recent flooding.

Flood risk management planning is an important part of a collaborative and integrated approach to catchment planning for water. We believe these plans, and their link with the previously published River Basin Management Plans, will help us to move further toward this.

The plans are available on the GOV.UK website. You will be able to find flood risk management plans (FRMPs) here:

- FRMPs published by the Environment Agency:
<https://www.gov.uk/government/collections/flood-risk-management-plans-frmps-2015-to-2021>
- FRMPs published by Natural Resources Wales:
<https://naturalresources.wales/our-evidence-and-reports/flooding/flood-risk-management-plans?lang=en>
- FRMPs published by the Scottish Environment Protection Agency:
<http://apps.sepa.org.uk/FRMStrategies/>

Following publication of FRMPs we report to Europe on the measures contained within each FRMP. We will report to Defra annually on progress with the delivery of the measures.

By continuing to work together, we can achieve the objectives in the plans and help promote a greater awareness and understanding of the risks of flooding, particularly in those communities at high risk. We also believe that the plans can help encourage and enable householders, businesses and communities to take action to manage their own risk.

With the publication of FRMPs, we move into the next six-year cycle of planning. We are already thinking about the next milestone, which is the requirement to review the preliminary flood risk assessments you carried out in the first cycle. We want this to be a proportionate task and we will be engaging with you soon to agree an approach.

Thank you for your involvement so far. We look forward to continuing to work with you to implement flood risk management plans.

2.6.2 Humber Flood Risk Management Steering Group – EA Update

Comprehensive Review of the Humber Flood Risk Management Strategy (HFRMS)

The Environment Agency has been working with its local authority partners to agree a new governance structure for the comprehensive review of the HFRMS, to utilise the, priorities and opportunities identified in the Business Case but in a way that meets technical, economic and environmental requirements. The review will identify future investments needs beyond the current 6 year programme period.

Mike Dugher attended a meeting in January with the Defra Minister, Rory Stewart MP, and the Humber MPs to discuss flood risk management investment around the Estuary. The MPs agreed to support the Environment Agency and partners in delivering the comprehensive review, and support the delivery of the current 6 year programme.

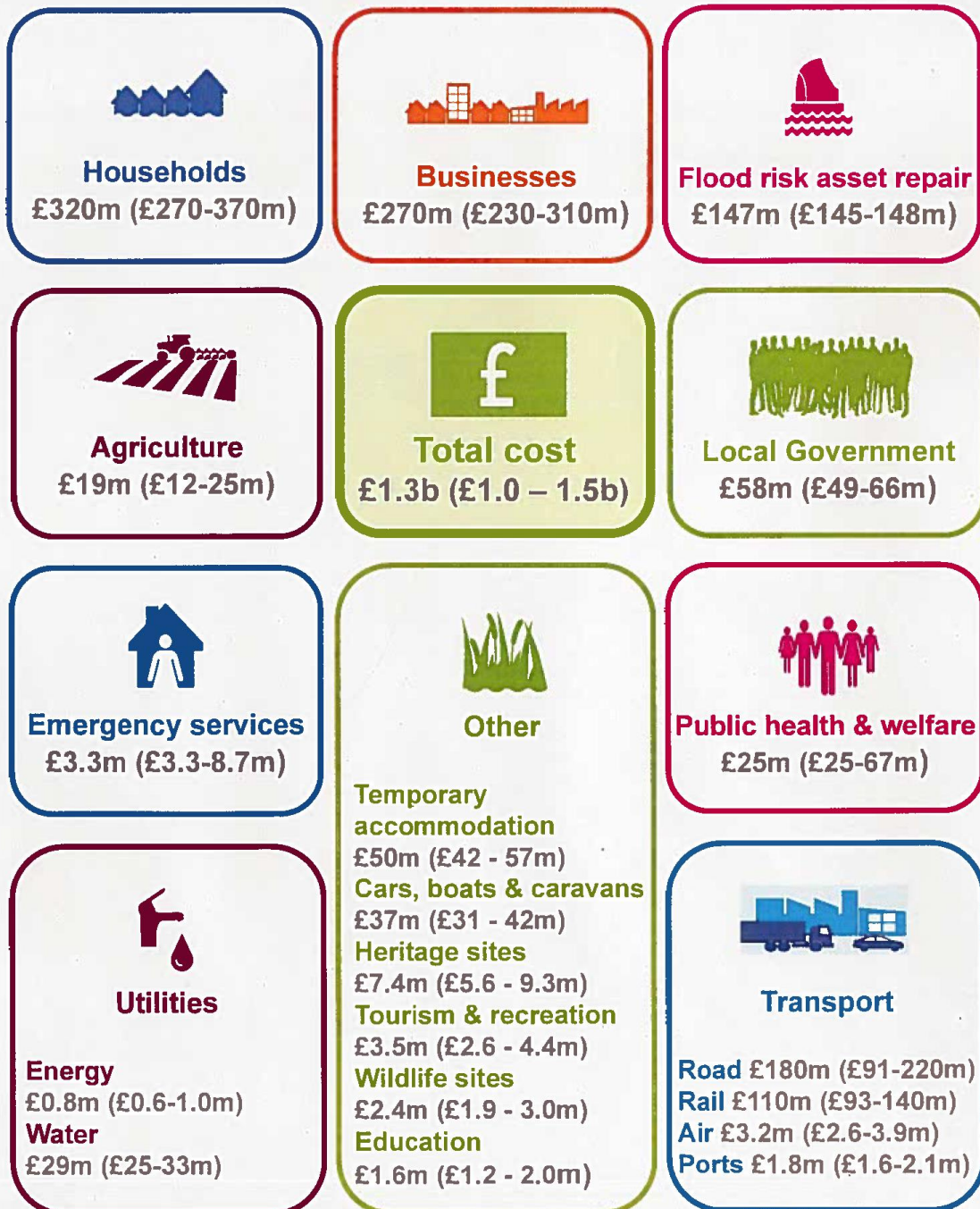
Mike Dugher is currently acting as Lincolnshire and Northamptonshire Area Manager for the next few weeks, and Philip Winn will be acting as Humber Manager during this time. Helen Todd, will be covering the Humber Strategy Manager's post to maintain momentum on the comprehensive review during this crucial period.

2.6.3 Budget 2016 - Additional Funding – investment outcomes

An extra £40m per year for asset maintenance from 2016/17 to 2019/20, £160m in total. The additional funding is provided for FCRM asset maintenance which is the activity funded through the asset management revenue service level.

2.6.4 EA Flood data

How much did the winter 2013-2014 floods cost England & Wales?



Date: February 2016

Source: Environment Agency, 2016. *Costs and impacts of the winter 13-14 floods*. Download [here](#)

Please note: Best estimates costs are given in bold and possible ranges are given in brackets.

Figures include direct costs, and indirect costs related to economic disruption where there is a likely economic loss from a national perspective.



Department
for Environment
Food & Rural Affairs



Uyweddwr Cymru
Welsh Government

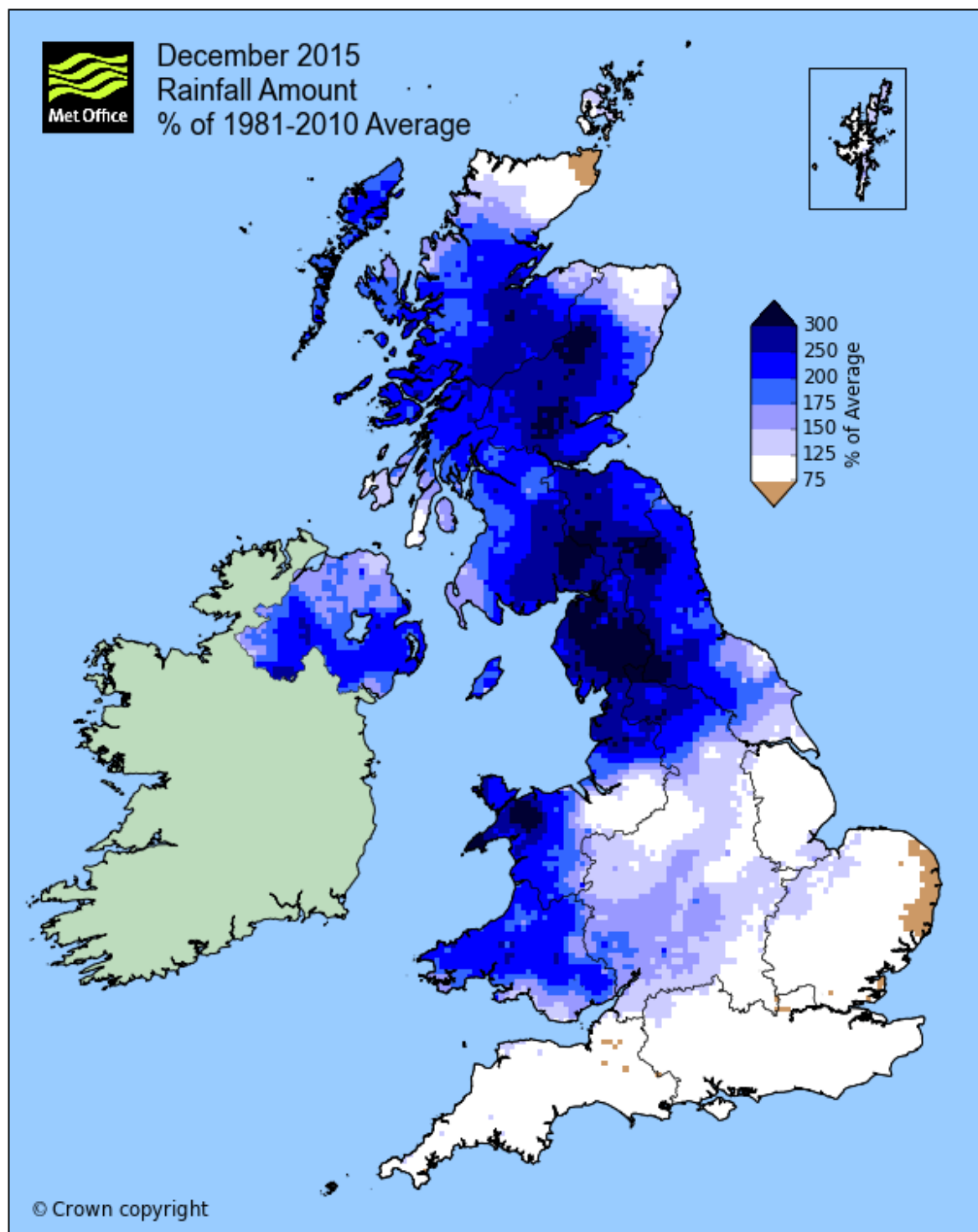


Cyfoeth Naturiol
Cymru
Natural Resources
Wales



RPA
Royal
Hogskolaidd

Graphic and text reproduced from the Met Office website.
<http://www.metoffice.gov.uk/climate/uk/summaries/2015/december>



Provisional rainfall percent of average map for December 2015

December was an exceptional and record-breaking month. The UK was in a warm and moist tropical air mass for most of the month, bringing unseasonably

mild conditions to England and Wales, although Scotland and Northern Ireland were colder at times, particularly in the second week. It was also exceptionally wet and often windy, with frequent deep depressions and frontal systems - including storms Desmond, Eva and Frank - bringing record-breaking rainfall over much of Scotland, Wales and northern England. Severe flooding affected Cumbria for much of December, and became widespread across North Wales, northern England and Scotland after Christmas.

The provisional UK mean temperature was 7.9 °C, which is 4.1 °C above the 1981-2010 long-term average, making it the warmest December in a series from 1910. This was 1.0 °C warmer than the previous warmest December. It was also easily the warmest December in the Central England temperature (CET) series from 1659. Mean temperatures were 5 to 6 °C above average in southern England, and remarkably, no stations in Wales or central southern England recorded any air frosts; temperatures were often comparable with those that might be expected in October, April, or even May. With 191% of average rainfall, it was provisionally the wettest December, and calendar month, in the UK series. Rainfall reached 2 to 4 times the average in the west and north, and the severe flooding was exacerbated by saturated ground conditions following very wet weather in November in these areas. Fortunately rainfall totals were close to average over much of central and southern England. There were only 73% of average hours of bright sunshine, and it was provisionally the dullest December since 1989

2.7 Association of Drainage Authorities

2.7.1 Technical & Environment Committee

Next meeting 11 May 2016

2.7.2 Policy & Finance Committee

Next meeting 12 May 2016

2.7.3 Floodex - 18th & 19th May 2016 - Peterborough Arena

FLOODEx is the trade event for flood defence and the water level management (WLM) sector looking at flood defence, prevention, mitigation and drainage. With flooding in Britain forecast to increase and predictions of an escalation of flood instances, it's clear that Britain faces a major problem and a need to identify the most effective solutions.

FLOODEx is not just about flood prevention, but covers WLM holistically, as many believe an integrated approach is needed to future proof Great Britain against the devastating effects of large scale flooding.

2.7.4 Water Transfers into Internal Drainage Districts

ADA is working to assess the impact of Defra's consultation proposals to remove the exemption from abstraction licencing for transferring water into Internal Drainage Districts from waterbodies outside of their district (e.g. Main Rivers, canals, adjacent drainage districts or other ordinary watercourses outside of their district) as originally set out in the Water Act 2003. As currently drafted these proposals would require

IDBs to hold a volumetric transfer licence, issued by the Environment Agency, for each different watercourse transferred from. The proposals suggest a charge of £1,500 will be required to apply for each licence.

ADA is concerned that the new licences may represent a financial and bureaucratic burden for IDBs and hinder practical water level management and partnership working between IDBs and the Environment Agency during periods of drought. Further discussion is required with the Environment Agency and Defra to understand the detail within these proposals.

2.8 Board Information – Total Catchment Management (TCM)

What is Total Catchment Management (TCM)?

Definition of TCM

Total Catchment Management (TCM) is defined in the New South Wales Catchment Management Act (1989) as “the coordinated and sustainable use and management of land, water, vegetation and other natural resources, on a water catchment basis, to balance resource use and conservation”

Drivers for change?

Defra – May 2013

Catchment Based Approach: Improving the quality of our water environment A policy framework to encourage the wider adoption of an integrated Catchment Based Approach to improving the quality of our water environment

Overview

Undertaking flood risk and water level management (WLM) activities within a catchment which involves multiple Risk Management Authorities (RMAs) and stakeholders can be challenging. Cooperation, sharing of information, boundaries and definitions are often blurred yet intertwined. The approaches in dealing with these by individual RMAs still appears disparate and disjointed. Successful WLM requires a holistic view of a catchment and recognition and acceptance of the requirements of others in the delivery of a service. The challenge for individual RMAs is to recognise that their work relies on cooperating and forming successful working partnerships with others. Ultimately being independent yet accepting the inter-dependability on others.

Internal Drainage Boards (IDBs) have now established partnerships for water level management in a number of areas. Opportunities exist to broaden these partnerships through Public Sector Cooperation Agreements (PSCAs) for example with the Environment Agency. Other stakeholders in the catchment include; (not exhaustive)

- Lead Local Flood Authorities,
- Environmental Groups
- Land Owners
- Highways
- Railways

- Water Utility Companies
- Members of the Public

Each particular body has its own unique drivers and aspirations which can on occasion conflict with the views and requirements of others requiring third party facilitation to resolve.

The primary function of an IDB is dealing with land drainage and to permit the flow of water through a defined internal drainage district. Delivering this function benefits agriculture, development, infrastructure, ecology, people and the natural environment as well as supporting other RMAs in performing their roles under the Flood and Water Management Act 2010.

The LLFA role through Section 19 Flood Investigations is a first step towards Collaborative Catchment Management with RMAs, but is a reactive approach in response to a specific flood event within a catchment. The drivers for RMAs remain independent in relation to proactive planned Operations within a catchment and the understanding of interdependency between organisations needs to be strengthened. RMAs will continue to have varying financial and operational drivers but a common objective needs to be identified to support water level management from a catchment perspective and reduce long term risks, taking into account benefits from supporting the local economy.

There are certainly challenges and opportunities for all concerned. Particular attention is given to the role of localism in decision making and of Asset Management Standard ISO 55000 in providing a framework for integrated asset management and understanding the value of our assets. Total Catchment Management (TCM) models of operation utilise whole life asset management approaches in line with Asset Management Standards.

Delivery of truly integrated catchment management requires stakeholders to consider alignment of their Strategic and Asset Management Plans (SAMPs / AMPs) with others under an overarching SAMP document for all. The challenge here is to encourage all the individual RMAs to operate cohesively within the catchment and look for innovative solutions to long standing issues regarding funding and the effective maintenance of assets.

What will a TCM approach mean in reality?

- Review of individual stakeholder requirements and expectations
- Recognising and respecting the views and requirements of others
- All RMAs investing in a hydraulic model of the catchment that can be used by all
- Understanding the environmental requirements within the catchment
- Aligning environmental, technical and financial disciplines to achieve common goals
- Understanding how a catchment reacts in varying weather conditions/events as well as considering the effects of climate change
 - Upper catchment storage

- Employing natural processes to control water
 - Investigating water storage opportunities
 - Review of land use and practises
- Aligning RMAs operations and Forward Plans as well as exploring funding opportunities
- Move from managing assets ad hoc to Asset Management in the context of ISO 55000; to realise the value of our assets and reduce whole life costs for a more sustainable future
- Promote the use of SMART infrastructure through a shared network of sensors and rain gauges within the catchment.
- Considering predictive water level management
- Investing in water level management technology i.e. Telemetry Systems
- Catchment management decisions should be responsible, realistic, achievable and sustainable, therefore in some circumstances, accepting that defence will not always be possible or achievable.
- Engaging with, and working with communities to enhance their surroundings
- Support a longer term view on policy and strategy taking into account legislation and regulation
- Promoting a best practise approach in the delivery of any works and promoting the highest standards in the delivery of said works and mitigating their effect on the environment.

Some immediate questions that spring to mind:

- Can TCM be limited in its delivery purely to address WLM activities?
- What are the likely barriers that to be faced in the delivery of TCM from key stakeholders?
- Factual decision making processes are vital to supporting expenditure, what are the key areas that need to be acknowledged?
- Can land use and management processes be modified to comply fully with WFD edicts yet still be effectively productive and viable?

2.9 Ancholme IDB- Key Performance Indicators

| ANCHOLME INTERNAL DRAINAGE BOARD | Key Performance Indicators | | Inadequate | Work to be done | Adequate | Good | Very Good |
|--|------------------------------------|--|------------|-----------------|----------|------|-----------|
| | | | | | | | |
| Management of the Board | Compliance with Audit Requirements | | | | | | |
| | Health & Safety | | | | | | |
| | Partnership Working | | | | | | |
| | Overall | | | | | | |
| Reduction of waterlogging & Flood risk to assets | Asset Management | | | | | | |
| | Flood Risk management strategy | | | | | | |
| | Flooding- Learning Outcomes | | | | | | |
| | Overall | | | | | | |
| Environment | Water Framework Directive | | | | | | |
| | Invasive Species/Designated Sites | | | | | | |
| | Conservation & Biodiversity | | | | | | |
| | Biodiversity Action Plan | | | | | | |
| | Overall | | | | | | |
| Supporting | Financial Statements | | | | | | |
| | Receipt of Drainage Rates | | | | | | |
| | Governance Documentation | | | | | | |
| | Overall | | | | | | |
| Overall Performance | | | | | | | |

3. Financial Report

Recommendations:

- To note the information contained in this report
- To Approve the Governance Statement (Section 1 of the Annual Return)
- To approve the Board Accounts for the Year Ended 31 March 2016 and the Accounting Statement (Section 2 of the Annual Return)
- To approve the schedules of payments

3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 31st March 2016:-

| | £ | £ |
|---|------------|--------------------------|
| Balance Brought forward at 1 April 2015 | | 548.59 |
| | | |
| 2015/2016 Drainage Rates and Special Levies | | |
| Drainage Rates | | 346,164.06 |
| Special Levies | | |
| North Lincolnshire Council | 203,137.00 | |
| West Lindsey District Council | 18,512.00 | 221,649.00 |
| Total Drainage Rates Due | | <u>568,361.65</u> |
| | | |
| Less Paid:- | | |
| Drainage Rates | | 346,999.94 |
| North Lincolnshire Council | 203,137.00 | |
| West Lindsey District Council | 18,512.00 | 221,649.00 |
| Total Drainage Rates Paid | | <u>568,648.94</u> |
| | | |
| | | |
| Balance Outstanding as at 31st March 2016 | | <u>-287.29</u> |

3.2 Audit

3.2.1 Internal Audit

The internal audit is underway at present. An update will be given at the meeting.

3.2.2 External Audit

At the previous meeting the Board considered a review of the effectiveness of its system of internal controls. The Board is now requested to approve the Annual Governance Statement, Section 1 of the Annual Return. The document is shown at Appendix B.

3.3 Year End Accounts

3.3.1 Statement of Accounts for the Year Ended 31 March 2016

The draft accounts for the Year Ended 31 March 2016 are included as a supplement. The Board are requested to consider the accounts for approval.

3.3.2 Governance Statement

The Board are additionally requested to approve the Accounting Statements (Section 2 of the Annual Return, a summary of the accounts mentioned in section 3.3.1, is shown at Appendix B)

3.4 List of Payments

3.4.1 List of Cheques Paid

| DATE | CHEQUE NO. | REF | PAYEE | DESCRIPTION | TOTAL | |
|-------------|------------|--------|---------|--------------------------|--|------------------|
| | | | | | CHEQUE | |
| 2016 | | | | | | |
| Jan | 20th | 006049 | 117,127 | Hewitt (TJ) Excavators | Maintenance | 25,162.56 |
| | | 006050 | 125 | JBA Consulting | 1/4 Salary & Expenses | 11,972.17 |
| | 29th | 006051 | - | Reedness & Swinefleet DB | Consent | 50.00 * |
| | | | | | | |
| | | | | | Total of all Cheques | 37,184.73 |
| | | | | | | |
| | | | | | | |
| | | | | | * Total of all cheques signed by Clerks | 50.00 |

3.4.2 List of Payments Made Directly from Bank Account

| DATE | REF | PAYEE | DESCRIPTION | TOTAL | |
|-------------|------|-------|----------------------------|-------------------------|----------|
| | | | | PAYMENT | |
| 2015 | | | | | |
| Dec | 31st | - | NatWest | Bank Fees | 8.38 * |
| | | 133 | BT | Depot Broadband Package | 32.40 * |
| | | 135 | O2 (UK) Ltd | Mobile Telephone | 24.00 * |
| 2016 | | | | | |
| Jan | 4th | 14 | North Lincolnshire Council | Business Rates | 106.00 * |

| | | | | | | |
|-----|------|-----|------------------------------|------------------------------|----------|---|
| | 15th | - | NatWest | Bankline Fees | 33.70 | * |
| | | 130 | Nat West Business Card | Business Card | | |
| | | | Morrisons | Fuel | 143.04 | * |
| | | | Brian's DIY Centre | Tools & Equipment | 12.40 | * |
| | | | Tesco | Fuel | 67.65 | * |
| | 20th | 134 | Information Commissioner | Data Protection Registration | 35.00 | * |
| | | 126 | Woldmarsh Producers Ltd | Supply to Appleby PS | 75.91 | * |
| | | | | Supply to Brimmer Beck PS | 128.20 | * |
| | | | | Supply to Broughton PS | 206.41 | * |
| | | | | Supply to Bentley Farm PS | 145.60 | * |
| | | | | Supply to Cadney PS | 83.70 | * |
| | | | | Supply to Carr Drain PS | 190.56 | * |
| | | | | Supply to Fulseas PS | 134.67 | * |
| | | | | Supply to North Kelsey PS | 62.93 | * |
| | | | | Supply to Redbourne PS | 126.14 | * |
| | | | | Supply to Thirty Foot PS | 269.99 | * |
| | | | | Supply to Worlaby PS | 552.19 | * |
| | | | | Supply to Waddingham PS | 99.58 | * |
| | | | | Supply to South Kelsey PS | 101.85 | * |
| | 21st | - | Employee | Wages | 2,145.49 | * |
| | | - | HMRC | PAYE/NI | 1,031.21 | * |
| | 22nd | 123 | ADA | Annual Subscription | 3,408.00 | * |
| | | 120 | Danvm Drainage Commissioners | Rail Fare to ADA Conference | 216.95 | * |
| | | 122 | WH Strawson | Depot Rates | 937.50 | * |
| | 26th | 171 | BT | S Argent Telephone Line | 185.88 | * |
| | 29th | - | NatWest | Bank Fees | 7.82 | * |
| | | 131 | O2 (UK) Ltd | Mobile Telephone | 24.00 | * |
| Feb | 1st | 174 | Crystal Ball Ltd | Vehicle Tracking | 70.20 | * |
| | | 171 | BT | Line to Depot | 150.72 | * |
| | 4th | - | HMRC | PAYE/NI | 1,031.21 | * |
| | | 128 | Keeton Marine | Deposit for Boat | 200.00 | * |
| | | 136 | RJ & AE Godfrey | Meeting Room Hire | 120.00 | * |
| | | 132 | Shift WTF Traffic Events Ltd | Temporary Traffic Lights | 660.00 | * |
| | 15th | - | NatWest | Bankline Fees | 34.50 | * |
| | | 169 | Nat West Business Card | Business Card: - | | |
| | | | Morrisons | Fuel | 206.24 | * |
| | | | Tesco | Fuel | 76.87 | * |
| | 18th | - | Employee | Wages | 2,145.29 | * |
| | 22nd | 158 | Woldmarsh Producers Ltd | Membership Fee | 106.03 | * |
| | | | | Supply to Appleby PS | 152.10 | * |
| | | | | Supply to Bentley Farm PS | 165.91 | * |
| | | | | Supply to Broughton PS | 301.74 | * |
| | | | | Supply to Cadney PS | 108.29 | * |
| | | | | Supply to Candley Beck PS | 123.86 | * |

| | | | | | | |
|-----|------|---------|---------------------------------|---|-----------|---|
| | | | | Supply to Carr Drain PS | 514.54 | * |
| | | | | Supply to Fulseas PS | 138.40 | * |
| | | | | Supply to Island Carr PS | 94.78 | * |
| | | | | Supply to North Kelsey PS | 94.76 | * |
| | | | | Supply to Redbourne PS | 255.40 | * |
| | | | | Supply to South Kelsey PS | 159.18 | * |
| | | | | Supply to Thirty Foot PS | 175.19 | * |
| | | | | Supply to Waddingham PS | 114.54 | * |
| | | | | Supply to Worlaby PS | 1,168.11 | * |
| | 29th | - | NatWest | Bank Fees | 8.85 | * |
| Mar | 1st | 138 | Public Works Loan Board | Loan Repayment | 40,873.12 | * |
| | 2nd | 166 | Bell Waste Control | Waste Collection | 334.12 | * |
| | | 160 | Crystal Motor Group | Vehicle Service | 147.16 | * |
| | | 159,163 | Danvm Drainage Commissioners | Lone Worker Device Service, etc. | 175.00 | * |
| | | 156 | Energas Ltd | Oxygen | 65.30 | * |
| | | 162 | Lincoln Electrical Services Ltd | Thirty Foot PS - Electrical Maintenance | 247.20 | * |
| | | 157 | RJ & AE Godfrey | Meeting Room Hire | 60.00 | * |
| | | 161 | O2 (UK) Ltd | Mobile Telephone | 24.00 | * |
| | 8th | 164-5 | Controlstar Systems Ltd | Supply to Scawby Beck Pump/Maintenance Contract | 12,416.10 | |
| | | 167-8 | Hewitt (TJ) Excavators | Maintenance Contract | 6,705.32 | |
| | | 139-155 | ID Spares & Services Ltd | Pumping Station Weedscreen Maintenance | 8,512.95 | |
| | | 137 | N E Davis Plant Hire | Maintenance Contract | 32,349.66 | |
| | 15th | - | NatWest | Bankline Fees | 34.50 | * |
| | | 176 | Nat West Business Card | Business Card | | |
| | | | Farmstar | Tools & Equipment | 6.68 | * |
| | | | Morrisons | Fuel | 108.90 | * |
| | | | LIDL UK Ltd | Vehicle Parts | 26.92 | * |
| | | | Tesco | Fuel | 106.10 | * |
| | 16th | - | HMRC | PAYE/NI | 1,031.41 | * |
| | 17th | - | Employee | Wages | 2,145.49 | * |
| | 21st | 170 | Woldmarsh Producers Ltd | Supply to Appleby PS | 631.09 | * |
| | | | | Supply to Bentley Farm PS | 276.63 | * |
| | | | | Supply to Broughton PS | 721.19 | * |
| | | | | Supply to Cadney PS | 320.05 | * |
| | | | | Supply to Carr Drain PS | 941.34 | * |
| | | | | Supply to Fulseas PS | 137.89 | * |
| | | | | Supply to Hibaldstow PS | 810.62 | * |
| | | | | Supply to Nettleton Beck | 51.39 | * |
| | | | | Supply to North Kelsey PS | 425.76 | * |
| | | | | Supply to Redbourne PS | 555.01 | * |
| | | | | Supply to South Kelsey PS | 488.95 | * |
| | | | | Supply to Thirty Foot PS | 331.35 | * |
| | | | | Supply to Waddingham PS | 595.21 | * |

| | | | | | | |
|-----|------|------|---|---|-------------------|---|
| | | | | Supply to Worlaby PS | 2,142.36 | * |
| | | | | Supply to Depot | 604.73 | * |
| | 30th | 180 | BT | Depot Broadband Package | 32.40 | * |
| | 31st | - | NatWest | Bank Fees | 8.55 | * |
| | | 173 | O2 (UK) Ltd | Mobile Telephone | 24.00 | * |
| Apr | 7th | 1 | North Lincolnshire Council | Business Rates | 110.80 | * |
| | 8th | 171 | Doncaster East IDB | trailer Towing Course, etc. | 229.36 | * |
| | | 177 | NPower | 30' PS - Meter Operator Service | 536.40 | * |
| | | 174 | P&R Plant Hire | River Ancholme - Flap Valve Maintenance | 4,830.00 | * |
| | | 172 | WH Strawson | Depot Rent | 937.50 | * |
| | 14th | - | HMRC | PAYE/NI | 1,031.21 | * |
| | | - | Employee | Wages | 2,151.69 | * |
| | | - | NatWest | Bankline Fees | 39.80 | * |
| | 15th | 14 | Nat West Business Card | Business Card: - | | |
| | | | Morrisons | Fuel | 69.64 | * |
| | | | Farmstar | Tools & Equipment | 38.27 | * |
| | | | Express Medicals | Medical Screening | 388.40 | * |
| | | | Tesco | Fuel | 206.83 | * |
| | 20th | 178 | Woldmarsh Producers Ltd | Supply to Appleby PS | 459.89 | * |
| | | | | Supply to Bentley Farm PS | 244.38 | * |
| | | | | Supply to Brimmer Beck PS | 227.36 | * |
| | | | | Supply to Broughton PS | 623.64 | * |
| | | | | Supply to Cadney PS | 299.94 | * |
| | | | | Supply to Carr Drain PS | 570.99 | * |
| | | | | Supply to Fulseas PS | 137.17 | * |
| | | | | Supply to North Kelsey PS | 344.40 | * |
| | | | | Supply to Redbourne PS | 441.41 | * |
| | | | | Supply to South Kelsey PS | 391.42 | * |
| | | | | Supply to Thirty Foot PS | 300.85 | * |
| | | | | Supply to Worlaby PS | 1,645.62 | * |
| | | | | Supply to Waddingham PS | 393.60 | * |
| | 26th | 2 | Environment Agency | Flood Defence Levy | 47,988.00 | |
| | | 3-12 | Towergate Insurance | Insurances | 8,618.30 | |
| | | - | BT | S Argent Telephone Line | 52.62 | * |
| | | | | | | |
| | | | Total | | 206,751.80 | |
| | | | | | | |
| | | | * Total amount of direct debits, standing orders and payments approved by the Clerk only | | 90,161.47 | |

3.5 Apportionment of Costs with Scunthorpe & Gainsborough WMB

Costs for the year ending 31 March 2016 will be apportioned in accordance with the hours the Board's employee worked in the districts:

Ancholme IDB - 64.86%

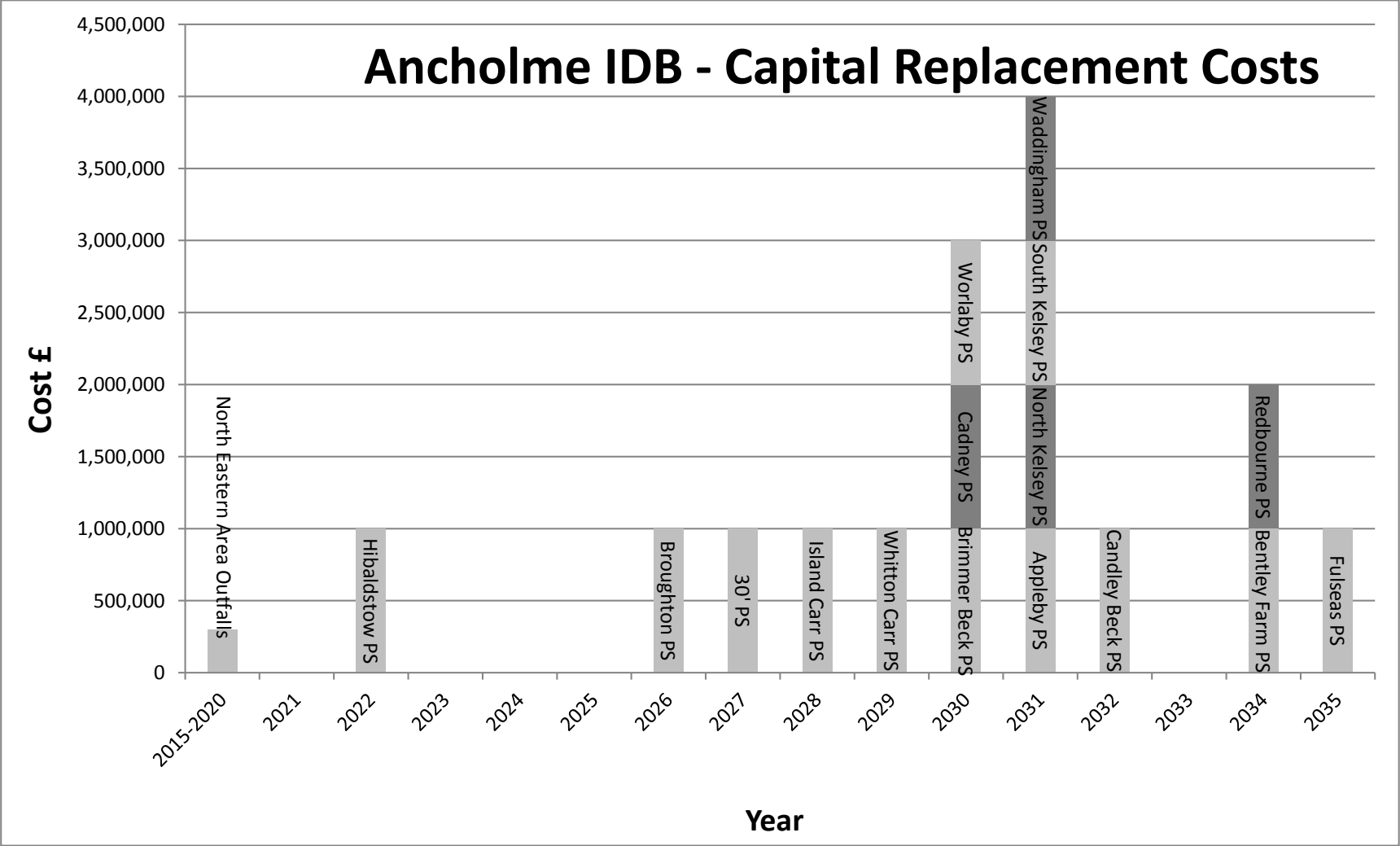
Scunthorpe & Gainsborough WMB – 35.14%

3.6 Capital Program

A schedule showing capital replacement costs is set out on the following page .

3.7 Five Year Budget Estimate

The Five Year Budget Estimate is shown on the page 25.



Five-Year Estimate

| Year Ending 31 March | 2016 | 2016 | 2017 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|---|----------------|----------------|----------------|--------------------|----------------|----------------|----------------|----------------|----------------|
| | Budget | Actual | Budget | Estimated Out turn | | | | | |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| INCOME | | | | | | | | | |
| Drainage Rates - Land (AV) : 2,815,951 | 346,080 | 347,034 | 346,164 | 346,164 | 346,164 | 360,247 | 374,330 | 388,413 | 402,497 |
| Levies North Lincolnshire Council - (AV) 1,652,868 | 203,137 | 203,137 | 203,137 | 203,137 | 203,137 | 211,402 | 219,666 | 227,930 | 236,195 |
| Levies West Lindsey District Council - (AV) 150,627 | 18,512 | 18,512 | 18,512 | 18,512 | 18,512 | 19,265 | 20,018 | 20,771 | 21,525 |
| Interest etc. | 30 | 33 | 30 | 30 | 50 | 60 | 70 | 500 | 500 |
| Rechargeable works | 18,500 | 21,043 | 18,500 | 18,500 | 18,500 | 18,500 | 18,500 | 18,500 | 18,500 |
| Rental Income | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Other Contributions | 35,000 | 51,079 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 |
| TOTAL INCOME | 621,260 | 640,840 | 621,344 | 621,344 | 621,364 | 644,475 | 667,586 | 691,116 | 714,217 |
| | | | | | | | | | |
| EXPENDITURE | | | | | | | | | |
| Flood Defence Levy | 98,855 | 95,976 | 98,855 | 98,855 | 99,000 | 99,000 | 100,000 | 110,000 | 110,000 |
| NEW WORKS | | | | | | | | | |
| Capital (Nettleton Beck) | 3,000 | 2,218 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Cost of Borrowing | 81,746 | 81,746 | 81,746 | 81,746 | 81,746 | 81,746 | 74,792 | 74,792 | 74,792 |
| Rechargeable Works | 1,000 | 348 | 1,000 | 1,000 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 |
| Depot/Office Costs | 8,120 | 6,298 | 8,121 | 8,121 | 8,283 | 8,449 | 8,618 | 8,790 | 8,966 |
| Maintenance | 231,000 | 228,913 | 232,720 | 232,720 | 237,374 | 242,122 | 246,964 | 251,904 | 256,942 |
| Administration | 56,192 | 59,257 | 60,397 | 60,397 | 61,605 | 62,837 | 64,094 | 65,376 | 66,683 |
| Pumping Stations | 101,400 | 72,529 | 109,989 | 109,989 | 112,189 | 114,433 | 116,721 | 119,056 | 121,437 |
| Telemetry contract | 36,632 | 35,207 | 28,023 | 28,023 | 48,382 | 35,076 | 35,776 | 36,492 | 27,915 |
| New Loans | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 46,527 |
| TOTAL EXPENDITURE | 617,945 | 582,492 | 620,851 | 620,851 | 649,780 | 644,863 | 648,165 | 667,609 | 714,462 |

| | 2016 | 2016 | 2017 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|------------------------------|----------------|----------------|----------------|--------------------|----------------|----------------|----------------|----------------|----------------|
| | Budget | Actual | Budget | Estimated Out turn | | | | | |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Surplus (Deficit) on Year | 3,315 | 58,348 | 493 | 493 | (28,415) | (387) | 19,420 | 23,507 | (245) |
| Balance Brought Forward | 179,948 | 191,836 | 214,114 | 250,184 | 250,677 | 222,262 | 221,875 | 241,295 | 264,802 |
| Balance to Carry Forward | 183,263 | 250,184 | 214,607 | 250,677 | 222,262 | 221,875 | 241,295 | 264,802 | 264,557 |
| | 29.66% | 42.95% | 34.57% | 40.38% | 34.21% | 34.41% | 37.23% | 39.66% | 37.03% |
| AV £4,620,126 | | | | | | | | | |
| (Penny Rate) £46,201 | | | | | | | | | |
| Rate in £ | 12.29p | 12.29p | 12.29p | 12.29p | 12.29p | 12.79p | 13.29p | 13.79p | 14.29p |
| Inc./Dec. from Previous Year | No Change | No Change | No Change | No Change | No Change | 0.5p inc | 0.5p inc | 0.5p inc | 0.5p inc |

However, if the rate in the £ were to remain at the current level the balances would be as follows:

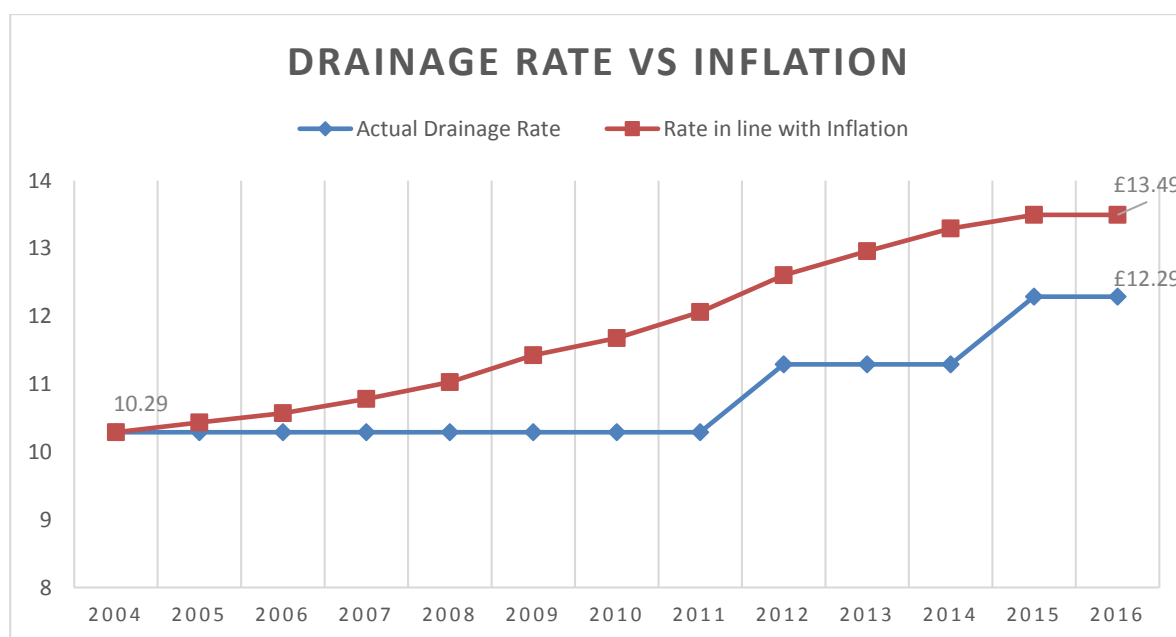
| | | | | | | | | | |
|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|
| Surplus (Deficit) on Year | 3,315 | 58,348 | 493 | 493 | (28,415) | (23,488) | (26,781) | (45,795) | (92,647) |
| Balance Brought Forward | 179,948 | 191,836 | 214,114 | 250,184 | 250,677 | 222,262 | 198,774 | 171,993 | 126,198 |
| Balance to Carry Forward | 183,263 | 250,184 | 214,607 | 250,677 | 222,262 | 198,774 | 171,993 | 126,198 | 33,551 |
| | 29.66% | 42.95% | 34.57% | 40.38% | 34.21% | 30.82% | 26.54% | 18.90% | 4.70% |

3.8 Additional Financial Information

The data in this section is intended to provide background information to the constitution of the Board.

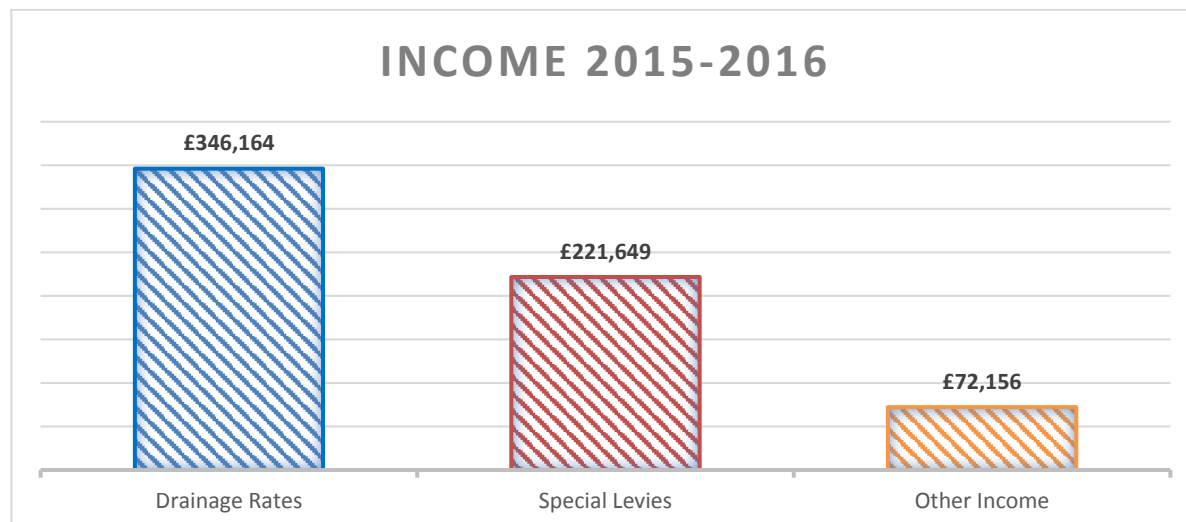
Drainage Rate Increase against Inflation (YoY)

The graph below demonstrates the increase in Drainage Rate (YoY) against what the rate would be if it increased in line with the inflation rate (YoY).



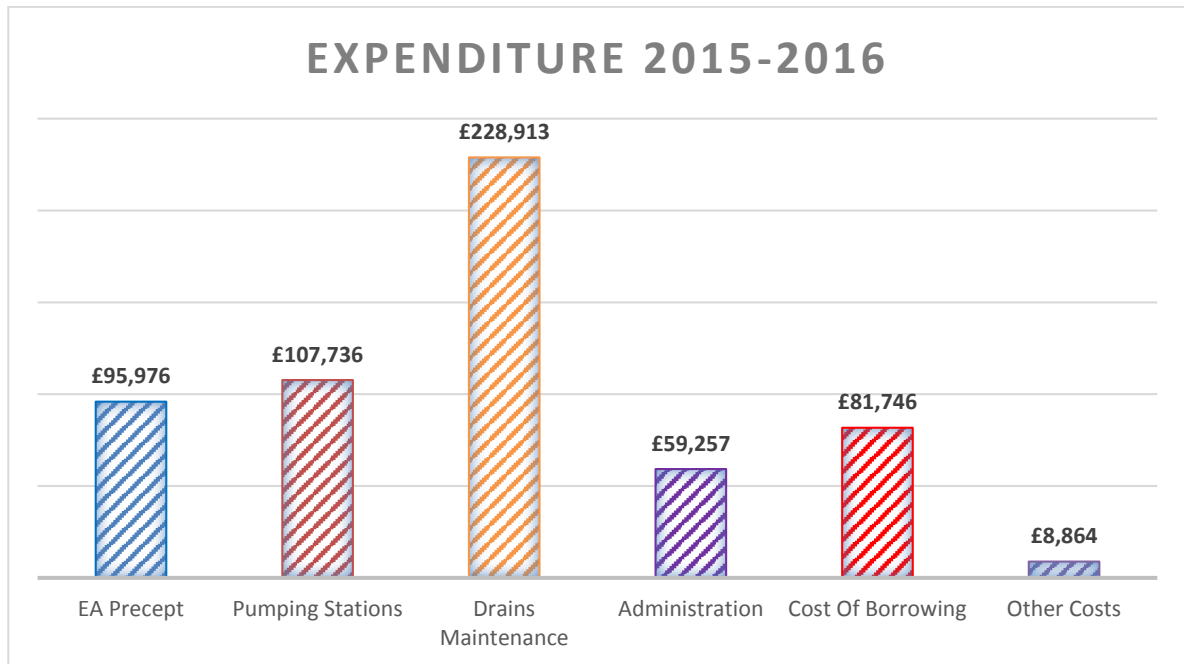
Income Split

Total board income for 2015/16 was **£639,969**, this was split between Drainage Rates, Special Levies and Other Income. Other income includes Foreign Water grants and also contribution to labour costs.



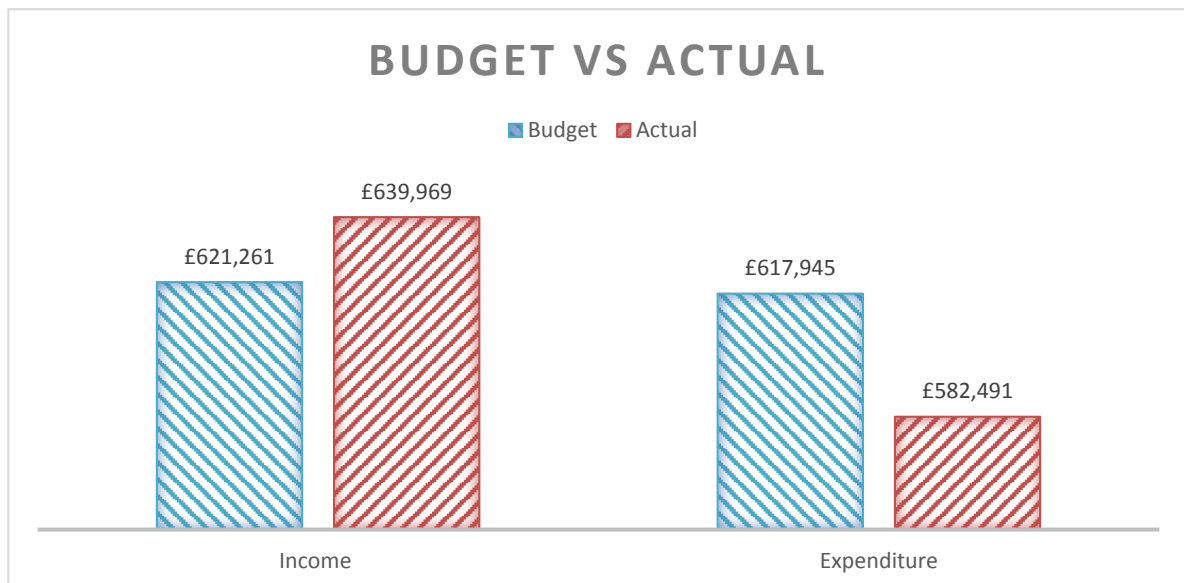
Expenditure

Total Expenditure for 2015/16 was **£582,491**, **58%** of which relates to Pump Station and Drain Maintenance



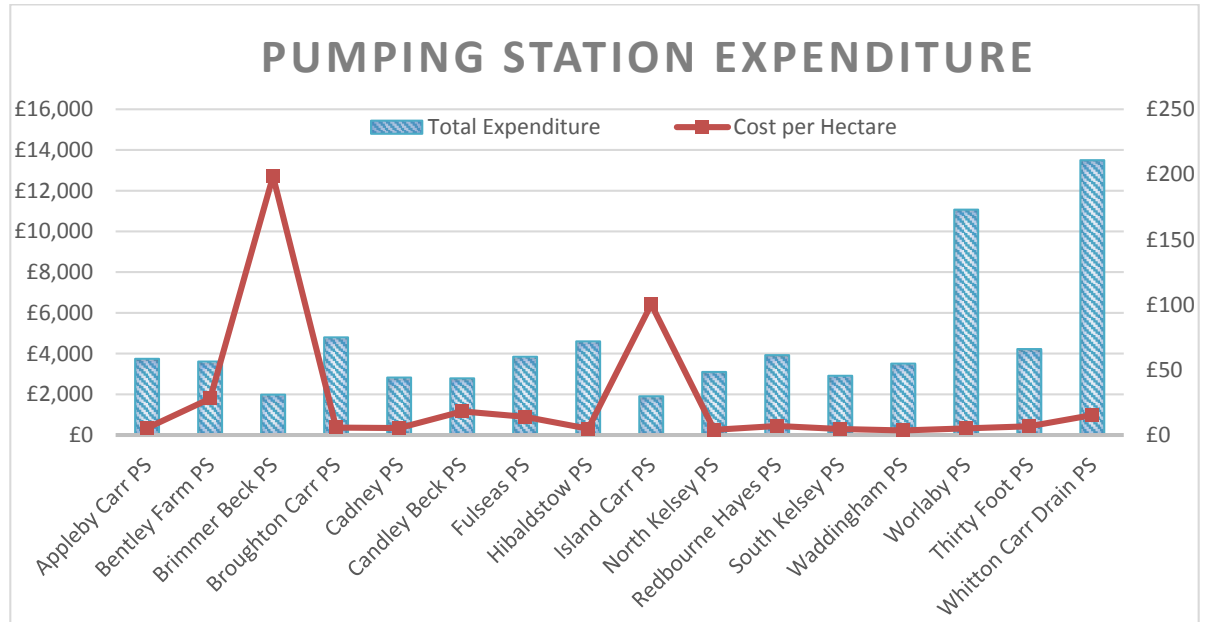
*Pump Station costs include Telemetry contract costs

Estimated Budget Vs Actual Cost



Board Income was higher than estimated, due to a receiving an increase in Foreign Water Contributions. Expenditure was also less than estimated due to Pump Station Maintenance for 2015/16 being significantly below the typical yearly average. This led to the board making a Net Operating Surplus for 2015/16 of **£57,478**.

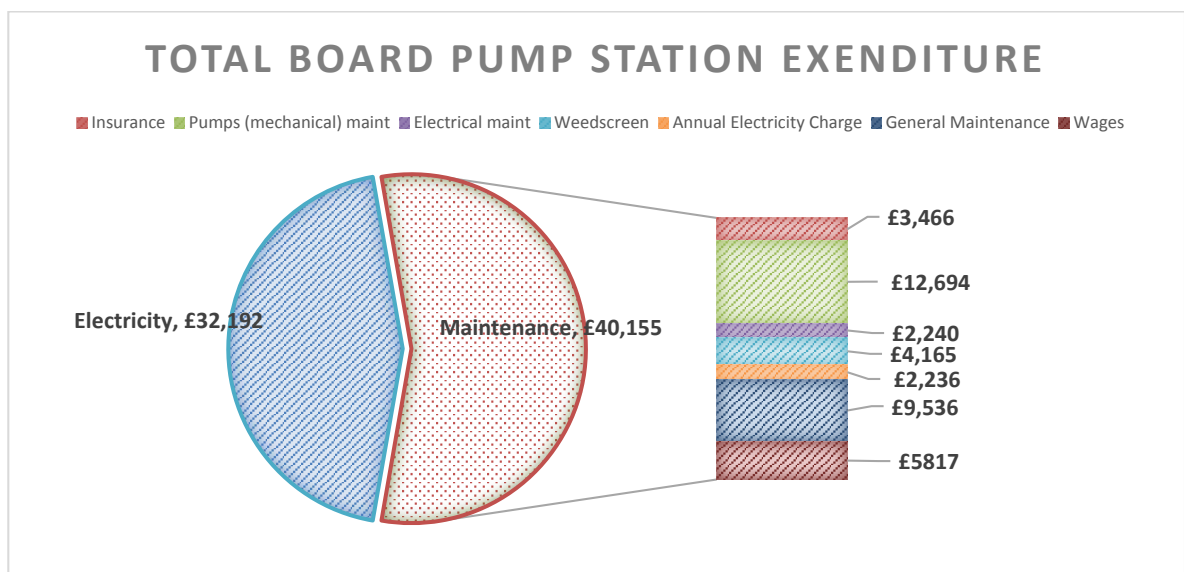
Pumping Station Expenditure & Cost Per Hectare



The graph represents total expenditure for all Pumping Stations in the year 2015/16. It also shows the cost per hectare for each PS catchment. Worlaby PS & Whitton Carr PS have the highest total maintenance costs but when analysing the total cost per hectare they both are in line with the boards other Pumping Stations. Brimmer Beck PS & Island Carr PS have the highest costs per hectare but the catchments are significantly smaller in area.

Board Pumping Station Costs

The graph below shows Total Pumping Station Costs split into different expenditure categories;



4. Engineer's Report

Recommendations:

1. To note the information contained in this report.
2. The Board agree to participate in the M&E Framework and, subject to soft market testing, provide assurances that the Board will commit to the Contract when finalised (**Item 4.2.1**).

4.1 Asset Management

4.1.1 Telemetry

Controlstar are completing the upgrade on the remaining 9 syphons out of 20 working with the Boards Foreman in relation to access.

The lease agreement with Controlstar Systems Ltd. **expires on 31st March 2017** and we will request a revised agreement from Controlstar for approval.

4.1.2 Water Level Management

River Ancholme gravity outfalls

P&R Plant Hire Lincs Ltd. completed their inspection and clearance works on 17no. gravity outfalls/structures confirming that **all 17no. structures are in satisfactory condition**.

The only defects identified are related to timber piles adjacent to the concrete headwall/structures at 7no. outfalls off the Island, Brigg, and 1no. outfall at South Kelsey with some minor bank erosion. These will continue to be monitored at this stage.

4.1.3 Flood Risk Management

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

4.2 Maintenance

4.2.1 Pumping Stations

Mechanical and electrical inspections are to be undertaken at the 16 pumping station sites from the Boards incumbent contractors this year with any immediate issues arising from the inspections progressed in line with the Boards Financial Regulations.

M&E Framework

At present we directly appoint or obtain quotations for repair services related to mechanical and electrical equipment within pumping stations based upon an approved supplier list.

This procurement process can cause significant delay to repairs; for example, a pump is removed from site, stripped and reported on problems; dependant on the findings

in further quotations maybe necessary to complete repair and may result in another contractor collecting the pump from the original contractor.

To improve on the delivery of repair services we recommend entering into a Framework agreement.

North Lincolnshire Council Procurement are moving forward with some soft market testing for their pumping stations over the next few weeks and want to improve value for money and attractiveness of the framework for suppliers through a combined framework for NLC and the Shire Group and possibly the Coal Authority.

NLC would require our (IDB and CA) input in to the specification and NLC Procurement would run the procurement process through EU at no charge.

Initially, we will develop the specification and lotting (procurement strategy) and then NLC would proceed with soft market testing to obtain feedback from potential suppliers.

Our aim is for the Framework to be active from January 2017.

4.2.2 Inverted Syphons

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

4.2.3 Maintained Ordinary Watercourses

The EU compliant Watercourse Maintenance Contract with TJ Hewitt and NE Davis will enter their **third and final year of the contract in 2016/17 with two further 12-month extensions subject to performance**. No performance issues have arisen during the first 2 years of the contract and subject to future performance, the contract would expire on 31st June 2019.

4.2.4 Main River

Nothing further to report.

4.3 Planning, pre-application advice, and consents

4.3.1 Planning Applications

No planning applications have required comment on behalf of the Board between 12th January and 4th May 2016. All other applications seen are related to discharge into mains sewers and/or soakaway systems.

4.3.2 Land Drainage Act 1991 Section 23 and 66 (Byelaws) Consents

2 no. consents have been issued on behalf of the Board between 12th January and 4th May 2016.

| Applicant | Location | Proposal | Permanent / Temporary Works | Date received | Payment received | Approved/R efused/ other | Date issued |
|---|--|---|-----------------------------------|------------------|---------------------|--------------------------------|-------------|
| Construction Marine Ltd (Jake Ford) | NOB - 3/4 North Kelsey Beck, LN7 6JX | New headwall outfall to North Kelsey Beck | Permanent | 07.01.2016 | Yes | Approved | 04.02.2016 |
| Construction Marine Ltd (Network Rail) | Culvert 5A,, NOB3, Owmbly Lane, North Kelsey, LN7 3EY | Line 600mm diameter brick culvert (no 5A) with 580mm ID UV liner | Permanent | 16.02.2016 | Yes | Approved | 09.03.2016 |

4.3.3 Extended District Consents

No consents have been issued on behalf of Lincolnshire County Council between 12th January and 4th May 2016.

5. Health and Safety Report

5.1 Board Employee

5.1.1 Accidents and Incidents

There are no accidents or incidents to report.

5.2 Construction Design Management Regulations - CDM 2015

The Construction Industry Advisory Committee (CONIAC) met on Wednesday 16 March 2016 at HSE London HQ for a routine six monthly meeting.

The meeting agenda included Item 8 “CDM ACoP 2015 – Decision of HSE Board meeting 9 March 2016”.

The members heard that the HSE Board met on March 9th 2016 and agreed that the case for a CDM Regulations 2016 Approved Code of Practice adding value to the existing suite of guidance had NOT been made.

The Board noted Trade Union concerns, and suggested further discussions between HSE and industry to explore how the existing suite of guidance might be better communicated to achieve the objectives of CDM 2015.

The Board requested that the situation is reviewed after 12 months to consider progress and any continuing call for an ACOP to supplement the Regulations.

6. Environmental Adviser's Report

Recommendation:

- To note the information contained in this Report

6.1 Legislation

6.1.1 Eels (England and Wales) Regulations 2009

Habitat suitability assessment survey has been carried out on the Worlabby catchment. The full report was not available in time for the meeting papers however a summary of findings is presented below.

Overall, the Worlabby IDB ditches provide poor to moderate habitat for European Eel. The stretches of ditch are homogenous in nature: little variation in substratum and flow; highly-modified straight channels; shallow (<30 cm); with sparse or absent aquatic macrophytes (Nunn et al., 2011). There were very limited areas for refuge within the substrate or artificially provided by culverts, leaving eels exposed to predation. The invertebrate community has poor diversity, particularly of species with potential to provide prey for juvenile eels, although stickleback fish were recorded. The water quality of the ditches is not optimal for eel: there is evidence of nutrient enrichment through runoff from the surrounding arable catchment and there is high risk of low dissolved oxygen concentrations, particularly during the summer.

Eel migration within the Worlabby catchment may further be prohibited by the syphon structures located under the railway and Land Drain, although further investigation would be needed.

Eel are generalist organisms and will potentially exploit a wide range of habitats. Given the ditch network is located in close proximity to the Humber Estuary (9.4 km from the tidal gates to Worlabby Pump Station), the catchment has the potential to provide resting habitat for eel movement further upstream of the River Ancholme. As such, their use of the Worlabby ditch system is likely, should it be made available, especially the Old River Ancholme and Weir Dyke. However, the ditch network does not offer direct passage to suitable upstream eel habitat and the privately managed land ditches connecting to the IDB ditches are typically poor managed, choked with vegetation and frequently dry.

The new River Ancholme and the adjacent but unconnected Environment Agency managed Land Drain appear to offer higher quality habitat for eel.

The evidence gained through this walkover of the sub-optimal habitat quality provided by the IDB ditches is thought to be sufficient to support a case to negotiate a downgrade the pump's priority status.

EA Area Fisheries has the Scheme of Delegation in place to implement the Eel Regulations. On production of the full report, we will enter into discussions with the Environment Agency regarding prioritization of this site.

With regard to medium and low priority sites, for the present, the EA has taken an economic and risk based decision to take a “no enforcement” position. The advice being disseminated is, if the opportunity arises to undertake work on medium and low priority sites, it must be taken as this represents the most cost effective way of regulation implementation. It must be remembered the Regulations apply to all sites which pose an obstruction to the passage of eel however this Board has only been informed of Worlabby PS site.

6.1.2 Biodiversity Action Plan 2015-2020

Following the last meeting one site suitable for erection of a barn owl box has been identified at the Duck Houses sand pit owned by the Board. Arrangements are being made for the provision of box and pole.

| Habitat/Species Action Plan | Target Ref. | Target | Action Ref. | IDB Actions | Indicators | Reporting | 2015/16 Reporting |
|-----------------------------|-------------|---|-------------|--|-----------------------------|-------------|--|
| Barn Owl | 6 | Monitor Barn Owl numbers within the drainage district | 6.1 | Erect three additional Barn Owl boxes on or around IDB pumping stations adjacent to the River Ancholme | Number of boxes erected | end of term | Broughton, Worlabby and Thirty Foot Pump stations identified as suitable sites for Barn Owl Boxes. Barn Owl seen frequently around weed screen at Broughton this year. Contact made with Wildlife Conservation Trust for verification as to site suitability. Sites in close proximity to EA barn owl boxes. Duck Houses identified as only remaining site on Board owned land |
| | | | 6.3 | Submit all Barn Owl records from the drainage district to Lincolnshire Ecological Records Centre | Number of records submitted | end of term | |
| | | | 6.4 | Monitor the use of Barn Owl boxes erected within District | % of boxes monitored | Annually | |

Water Vole surveys were undertaken 6 April 2016 along 2km of Board maintained watercourse at Nettleton Beck, Mission Church Drain, New Cut Drain, Sand Lane Drain and Cross Lane Drain however evidence of the presence of water vole was identified at New Cut Drain, Cross Lane Drain and Sand Lane Drain. Sightings have been reported to GLNP and will be incorporated into the Lincolnshire Ecological Records Centre database.

| Species | Date | Location | Grid Reference | Observer | Sex/Stage | Abundance |
|------------|------------|--|-----------------------------------|-----------|-----------|--|
| water vole | 06/04/2016 | New Cut Drain, North Kelsey Moor area | 507043, 400945 to 507345, 4000929 | A. Briggs | | number of burrows, evidence of grazing around burrows, paths through vegetation and latrines every few metres on the south edge of this drain. |
| water vole | 06/04/2016 | Cross Lane Drain, North Kelsey Moor Area | 507096, 401104 to 507175, 401281 | A. Briggs | | number of possible burrows and two latrines on east side of drain adjacent to road |
| water vole | 06/04/2016 | Sand Lane Drain, North Kelsey Moor area | 507212, 400366 to 507368, 400443 | A. Briggs | | couple of burrows and latrines on north side of drain. Only evidence found, drain quite sandy and dominated by extensive rabbit warren |

| Habitat/Species Action Plan | Target Ref. | Target | Action Ref. | IDB Actions | Indicators | Reporting | 2015/16 Reporting |
|-----------------------------|-------------|---|-------------|---|--|-----------|--|
| Water Vole | 3 | Maintain and enhance suitable habitat for Water Vole within Board maintained drains | 3.1 | Assess existing habitat suitability of IDB watercourses for Water Vole | Length (m) assessed | Annually | |
| | | | 3.2 | Ensure appropriate habitat management of IDB watercourses with known Water Vole populations | Length (m) of Board managed and maintained watercourse | Annually | |
| | | | 3.3 | Review maintenance regimes and identify watercourses where the mowing and weed cutting regime can be altered to enhance and increase Water Vole habitat in accordance with Board drain maintenance priority | Length (m) enhanced Board maintained watercourse | Annually | |
| | | | 3.4 | Provide training to IDB employees and contractors on legislation pertaining to Water Vole and their habitat | Provision of training | Annually | |
| | 4 | Ensure all IDB works comply with relevant legislation protecting Water Vole and their habitat | 4.1 | Ensure Water Vole surveys are conducted prior to any bank improvement, drainage or other engineering works | Number of records collated | Annually | |
| | 5 | Monitor populations of Water Vole within the drainage district. | 5.1 | Submit all Water Vole records from the drainage district to Lincolnshire Ecological Records Centre | Length (m) surveyed | Annually | |
| | | | 5.2 | Undertake monitoring of key Water Vole colonies | Length (m) assessed, 2000m 2015/16 | Annually | Mission Church Drain, New Cut Drain, Sand Lane Drain, Cross Lane Drain, 2000m drain surveyed |

6.1.3 Greater Lincolnshire Nature Partnership

The Board is a member of this partnership. GLNP manages the Lincolnshire Ecological Records Centre. The Board has been updated with information relating to Local Wildlife Sites, Sites of Local Conservation Interest, Local Geodiversity Sites and Regionally Important Geodiversity Sites all of which the Board considers when undertaking function. Marsh Drain at South Ferriby bounds a LWS, Appleby Old Ancholme borders Thornholme PS, Scawby Beck Drain at Silversides Settling Ponds and Nettleton Beck at Big Woods, Nettleton.

7. Representation

Officers have represented the Board/ADA at the following fora:

| Environmental | Flood Risk Management | Other |
|---|--|---------------------------------------|
| Greater Lincolnshire Nature Partnership | Humber Flood Risk Management Steering Group | ADA Technical & Environment Committee |
| EA/ADA Eel Liaison Group | Isle of Axholme Implementation Group | ADA Policy & Finance Committee |
| Defra/ADA EIA (Land Drainage Improvement Works) Regulations discussions | EA - CIRIA Partnership Funding Opportunities | |

8. Any other business by leave of the Chairman

9. Date of next meeting

10. APPENDIX A – Data Sharing Agreement and Policy

Suggested Terms for Data Sharing Agreement

1. The **contractor/consultant** ('the recipient of data') shall comply in all respects with the provisions of the Data Protection Act 1998 (the "Act") and all subsequent and supporting legislation made pursuant to it, and shall ensure that its employees and subcontractors comply with the same. The recipient of data will hold, process, keep and destroy the data in accordance with this legislation.
2. The recipient of data received from or on behalf of the Board shall only use that data for the sole purpose of enabling it to carry out works or services on behalf of the Board or to facilitate the Board's functions. Such data shall not be used for any other purpose.
3. The recipient of data will indemnify the Board against all actions costs expenses claims proceedings and demands which may be brought or made against the Board for any breach of the Act which arises from the use disclosure or transfer of personal data by the recipient of data or its agents and/or sub-contractors.

Data Sharing Policy

1. Ancholme Internal Drainage Board (the Board) holds personal data of land owners and land occupiers within its district. That information is used to enable the Board to carry out its functions.
2. Where the functions of the Board are carried out by contractors or third party agents, it may be necessary to share personal data with those organisations to enable them to carry out the functions of the Board.
3. Before personal information is shared the Board will normally require that there is a data sharing agreement with the contractor or agent which addresses the following;
 - a. The recipient organisation has a policy in place dealing with data sharing and security.
 - b. The recipient has in place systems to ensure the data is received, stored, and dealt with in a secure manner.
 - c. Staff and other recipients of the data have received adequate training on their duties and responsibilities.
 - d. The data is destroyed when it is no longer required, or at the end of the contract.
4. Where there is no data sharing agreement, a separate agreement in relation to the sharing of data will be requested before data is shared.

5. The Board will consider the nature of the recipient and the type of data which is being shared before a decision is made to share the data.
6. The Board may also require the recipient of the data to indemnify the Board against any claim, complaint or actions arising from their failure to store, process, use, keep or destroy the data in accordance with their obligations.
7. It is not anticipated that the Board will share sensitive personal data under this agreement.
8. Data that is shared may consist of data which is publically available and data which is not publically available.
9. All data may be shared by post, or telephone (where the identity of the recipient has been verified) or secure email. Data may also be shared by non-secure email when it is appropriate to do so, given the nature of the data.
10. Data owners will be informed annually of the possibility that their data will be shared.
11. In case of accidents and emergencies, data will be shared according to the circumstances that prevail at that time.

11. APPENDIX B – Sections of the Annual Return

The two sections of the Annual Return referred to in the Financial Report are shown over the following pages.

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

ANCHOLME INTERNAL DRAINAGE BOARD

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 2016, 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 and recorded as minute reference:

MINUTE REFERENCE
dated DD/MM/YY

Signed by:

Chair

SIGNATURE REQUIRED

dated

DD/MM/YY

Signed by:

Clerk

SIGNATURE REQUIRED

dated

DD/MM/YY

*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 2015/16 for

Enter name of
smaller authority here:

ANCHOLME INTERNAL DRAINAGE BOARD

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2015 £ | 31 March 2016 £ | |
| 1. Balances brought forward | 118705 | 191836 | 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 | 567255 | 567813 | Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 92525 | 72156 | 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 | 40904 | 41724 | 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 | 81746 | 81746 | Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any). |
| 6. (-) All other payments | 463999 | 459021 | 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 | 191836 | 249314 | 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 | 163431 | 238501 | 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 | 2660250 | 2660250 | The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March |
| 10. Total borrowings | 804362 | 759262 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2016 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 REQUIRED

Date

04/05/2016

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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