

**Ancholme Internal Drainage  
Board**

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



**Meeting Papers**

**Wednesday 2 November 2016  
2:00pm**


**Shire Group of IDBS  
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## Meeting Papers

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**Clerk to the Board**

## Purpose

These meeting papers have been prepared solely as a record for the Internal Drainage Board. JBA Consulting accepts no responsibility or liability for any use that is made of this document other than by the Drainage Board for the purposes for which it was originally commissioned and prepared.

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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 18 May 2016

<b>Present</b>	Mr J Barton	JB
	Mr R Borrill (Chairman)	RB
	Mr C Day	CD
	Mr I Dowson	ID
	Mr A Godfrey (Vice Chair)	AG
	Mr J Jackson	JFJ
	Mrs J Jackson	JJ
	Mr P Richardson	PR
	Mr R Ogg	RO
	Mrs H Rowson	HR
	Mr W R Strawson	WS
	Mr H Williams	HW
	Mr C Sherwood	CS
	Mr N Sherwood	NS

**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
Mrs A Briggs	EO

#### Declaration of interest

**2016.34** None.

#### Apologies for Absence

**2016.35** Apologies for absence were received from Roger Herring, Ivor Anyan, Stewart Brown, John James, Mike Storey, Jeff Summers and Stuart Buckley through the Chairman.

#### Chairman's Announcement

**2016.36** None required.

#### Minutes of the Last Meeting

**2016.37** Minutes of the meeting held 27 January 2016 within the meeting papers were considered by the Board. **Proposed AC they be signed as a true record of the last meeting. Seconded NS, all in agreement.**

## Matters Arising

**2016.38** None.

## Complaints/FOI requests

**2016.39** None.

## Clerk Report

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

**2016.40** Clerk reported majority of report for information only however Board approval of Data Sharing Policy was required allowing compliance with Data Protection Act for sharing with Contractors. **Proposed AG, seconded RO, all in agreement.**

**2016.41** Members noted item 2.6.3 Environment Agency budget 2016 additional funding there had been suggestions this might be used for assets not offering flood risk protection to be brought into good condition for third parties to accept responsibility.

**2016.42** Item 2.6.4 members noted although this Board affected in 2012, parts of west coast of UK received 300% of average rainfall whereas this District received 75% of average.

**2016.43** Item 2.7 ADA. The EO updated members on her appointment to Biodiversity 2020 work stream and its aim to provide advice to IDBs on updating BAPs to identify where and how it delivered Government objectives of Biodiversity 2020. FO advised his work on annual values done particularly in relation to proposed new IDBs in Cumbria, thanking North Lincs Council for its assistance in providing rating values. Clerk advised on FloodEx to which he had presented that morning on Asset Management noting this board's portfolio of assets was in excess of £20,000,000, the importance of whole life cost and intervention at the appropriate times. He further advised on Agency requirements to seek efficiencies with any GiA monies it releases. A presentation had been given on Total Catchment Management, to look holistically at a catchment with relevant partners to deliver more efficiently and effectively than disparately. Private businesses, i.e. water companies next spending budget round commences 2019 and Board plans for involvement would need to be ready by 2017 if it wished include work.

**2016.44** Item 2.9 KPIs – Chair enquired where the KPIs had derived. Clerk confirmed based on Defra requirements of what Risk Management Authorities should be looking at. Advised Board could include any it considered pertinent to Board performance. Eng. confirmed had been honest in performance marking, Board had not been particularly involved with any flooding issues recently against which it can mark however Board could consider sending out drones or similar to map out an extent of flooding when it occurred, it could digitize and save flood outlines. JFJ suggested an appropriate indicator would be value for money.

## Finance Report

The Finance Report previously circulated to Members was discussed.

**2016.45** Rating report – previous years outstanding balance had been collected and due to an overpayment the balance outstanding was now £287.29 in credit. 40% of

2016/17 rates had been collected within one month of issue. Members requested at year end number of ratepayers with outstanding rates should be advised to the Board.

**2016.46** Internal Audit – Audit will be available for November meeting papers, there were no issues identified.

**2016.47** External Audit – Auditor been very specific regarding approval of Governance Statement, Section 1 of Annual Return and Accounting Statement Section 2 of Annual Return to be identified separately within Minutes. CD requested they be advised as an ex auditor he considered this approach very extreme. HW proposed approval of Annual Governance Statement, Section 1 of the Annual Return, seconded CS, all in Agreement.

**2016.48** Statement of Accounts – FO advised most income on target, foreign water element kept at £35,000 p/a as previously agreed by Board as can be withdrawn at any time. Expenditure not as high as budgeted, pumping cost is averaged from previous years and weather dependent. Members perused in detail statement of accounts and notes. RB advised Board should test the market for insurance cover. CD queried insurance value of assets and how that squared with fixed asset values. **NS proposed Board approval of Accounting Statement, Section 2 of annual return, CS seconded. All in agreement.**

**2016.49** List of payments – JFJ queried Reedness & Swinefleet Consent, FO to check and report later but thought payment may have been made to wrong IDB. FO advised second instalment of Flood Defence Levy due August 2016. **NS proposed formal approval of payments, HW seconded, all in agreement.**

**2016.50** Five-year budget estimate – members noted the first pump station refurbishment was due 2022, a steady increase in the penny rate to that time will allow the Board to afford loan repayments. If the Board did not increase the rate, the Board's reserves would fall to 4.7% of expenditure.

Additional information – Members noted the Board penny rate had run below inflation over the past 12 years. Noted small pumped catchments serving urban areas are expensive per hectare. Members appreciated the way in which the information was presented.

## Engineers Report

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

**2016.51** Engineer reported majority of report for information only with the exception of two key items.

**2016.52** Item 4.2 Maintenance and Mechanical & Electrical Framework. Inspections were currently undertaken by Perrys Pumps and Lincoln Electrical. The Board had been approached by North Lincs Council that manages 17 pump stations and the Coal Authority that manages 77 pump stations of which the Shire Group manages 609 on its behalf. Members were advised 136 pump stations within the Shire Group across 10 IDBs. North Lincolnshire wish to set up a mechanical & electrical framework to attract value for money and wish to work with the Shire Group and Coal Authority to attract multiple contractors. Presently the Board directly appoints contractors to pull, strip and report on a pump, costs associated with any repairs must adhere to the Board's financial regulations that results in one contractor having to



collect a pump from another. To avoid this and to speed the process, a framework will allow the legal procurement requirements to be dealt with up front and provide flexibility to appoint one of those on the benchmarked framework to undertake the work. The framework will assist with succession planning, attract existing contractors and test the market to identify other contractors. The framework is different to the watercourse maintenance contract which fell under EU Procurement. The Board will be able to ask 2-3 contractors to provide cost for the work. North Lincs council will undertake soft market testing to identify contractor interest with a view to sending out tenders to contractors and will bring recommendations back to this Board in November. The Board is recommended to agree to participate in this framework subject to soft market testing. Members noted the Board would be committed to using the framework should it decide to proceed. Such a process would allow Board officers and contractors power to arrange repair on a day to day basis because the Board's Financial Regulations have already been followed through access onto the framework. Clerk advised frameworks have agreed rates providing financial security. All North Lincs Council members declared an interest. **AG proposed the Board agree to participate in the Mechanical & Electrical Framework, JJ seconded, all in agreement.**

**2016.53** Maintained Ordinary Watercourses – members noted the final year of the contract which provided for 2 further years of 2 x 12 month extensions, subject to performance. Engineer advised there had been no performance issues identified so far over the first two seasons, on that continuing to be the case, the contract would expire 31.6.2019.

### Health and Safety Report

**2016.54** Nothing to report.

### Environmental Adviser's Report

**2016.55** The Environmental Adviser's report previously circulated to Member was discussed.

**2016.56** Eels Regulations – The eel habitat survey recently received from Ecus was discussed. HW opined the report offered value for money. Next steps to provide the report to the Environment Agency and enter discussions regarding priority designation for Worlaby PS.

Biodiversity Action Plan – Members noted work done under the BAP. EO advised survey of some drains for which the Board had no record of survey revealed health water vole populations. The information had been passed to Greater Lincolnshire Nature Partnership who held the ecological information for the Lincolnshire area.

### Representation

**2016.57** Members noted where the Board had been represented since the last meeting.

### Any Other Business

**2016.58** Main River – the Eng. reported he continued to chase the EA regarding proposed demaintenance but had never received a response. It was suggested Chair, CEO and Engineer agree to meet and discuss way forward. All members agreed.

RB advised if the Board take on maintenance of highland water drains it would want part of the levy that would have been spent there from the Agency. Eng. advised the national message is EA will not commit to working on any low priority systems. Clerk noted interesting terminology had been used in the Agency letter to the Board which perhaps hadn't been settled from higher; the Isle of Axholme strategy refers to third parties taking on assets, not specifically an IDB.

**2016.59** JB advised IA hoped to be able to attend the next meeting. The Board offered best wishes to Mr Anyan.

### Date of Next Meeting

**2016.60** 2 November 2016 at 2pm, Godfreys Offices, Elsham. Suggested dates for 2017 would be emailed to the Chairman.

**2016.61** Meeting closed 3.15pm.

#### 1.3.1 Matters arising there from not elsewhere on Agenda

2016.49 – the cheque in respect of consent had been made payable to the wrong Board.

### 1.4 Complaints/FOI requests

None received.

## 2. Clerk report

### Recommendations:

- To note the information contained in this report

### 2.1 Legislation

Nothing to report.

### 2.2 Humber Flood Risk Management

#### 2.2.1 Humber Flood Risk Management Strategy

A PowerPoint presentation issued by the Environment Agency accompanies the papers.

#### 2.2.2 Humber outfalls

For discussion at the meeting.

### 2.3 Association of Drainage Authorities

#### 2.3.1 Technical & Environment Committee

Discussions included:

- Greater representation by IDB Members at FloodEx
- Eel regulation and potential IDB funding contributions toward Hull International Fisheries Institute research work
- Proactive IDB approach toward Health & Safety
- Driver for delivery by 2018 of de-maining/asset transfer pilot projects
- Developing guidance for IDBs on de-maining and asset transfer
- Cost of updating ADA website
- Wording for BAPs incorporating aims and objectives of Biodiversity 2020

#### 2.3.2 Policy & Finance Committee

Discussions included:

- Production of new IDB Policy statement
- Proposed new IDBs in Cumbria
- Local Authority 100% retention of business rates
- Assistance provided to Local Authorities to understand Special Levy
- Alternative approach to valuation of non-agricultural land
- ADA Business Plan
- Subscription renewals

### 2.3.3 ADA Conference 2016

This year's ADA Conference and AGM will take place on Thursday 17 November, once again at [One Great George Street](#), Westminster, London, the home of the Institution of Civil Engineers. The Conference will bring together delegates from across the flood and water level management industry, including the Environment Agency, internal drainage boards, local authorities, Natural Resources Wales, Rivers Agency Northern Ireland and many suppliers.

Guest speakers confirmed include:

[Emma Howard-Boyd](#), Acting Chair of the Environment Agency

[Neil Parish MP](#) for Tiverton and Honiton and Chair of the [House of Commons Environment Food & Rural Affairs \(EFRA\) Select Committee](#), and

[Minette Batters](#), Vice President of the National Farmers' Union.

It is hoped to confirm a speaker from Defra in the coming weeks. This year will see an increased opportunity for questions and discussion on key topics in the form of an expanded 'ADA Question Time' session where audience participation will be key to its success. Question Time panel members will include representatives from ADA, the Environment Agency, and Defra.

ADA is keen to attract a full crowd of members to this year's Conference. So we are pleased to announce that the delegate fee has been frozen at the 2015 rate of £112+VAT. This represents excellent value for money including the usual lunch in the surroundings of the Great Hall and of course, the opportunity to network with fellow industry friends and colleagues<sup>1</sup>.

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<sup>1</sup> [http://www.ada.org.uk/news\\_detail.php?id=744](http://www.ada.org.uk/news_detail.php?id=744)  
Master November 2016

### 3. Financial Report

**Recommendations:**

- To note the information contained in this report

#### 3.1 Rating Report

Details of the Rates and Special Levies issued and payments received up to and including 12<sup>th</sup> October 2016: -

	£	£
Balance Brought forward at 1 April 2016		-287.29
<b>2016/2017 Drainage Rates and Special Levies</b>		
Drainage Rates		346,164.07
<b>Special Levies</b>		
North Lincolnshire Council	203,137.00	
West Lindsey District Council	18,512.00	221,649.00
<b>Total Drainage Rates Due</b>		<b><u>567,525.78</u></b>
<b>Less Paid: -</b>		
Drainage Rates		242,416.68
North Lincolnshire Council	101,568.50	
West Lindsey District Council	9,256.00	110,824.50
<b>Total Drainage Rates Paid</b>		<b><u>353,241.18</u></b>
Admin adjustment		<b><u>-19.62</u></b>
<b>Balance Outstanding as at 12<sup>th</sup> October 2016</b>		<b><u>214,264.98</u></b>

## **3.2 Audit**

### **3.2.1 Internal Audit**

The Internal Audit on the Board's accounts and financial statements has been completed. The report is attached at Appendix A.

### **3.2.2 Internal Audit Review Meeting**

The Internal Audit review meeting will take place on Monday 28 November at Epsom House, Doncaster commencing at 10:00am.

### **3.2.3 External Audit**

The External Audit of the Board's financial statements has been completed. There were no matters raised that affected the opinion of the Auditor. However, they did note that the Clerk had not signed Section 1 of the annual return. This has been addressed.

### 3.3 Budget Comparison for The Year Ending 31 March 2017

<b>BUDGET FOR THE YEAR ENDING 31ST MARCH 2017</b>					
Approved Estimate £	2016/17	Actual to date		14 October 2016	2016/17
	£	£	£		%
				<b>INCOME</b>	
				<b>Drainage Rates on Agricultural Land and Buildings: -</b>	
346,164		228,139	228,139	12.29p in £ on AV of £2,816,631	65.90%
				<b>Special Levies (11.29p in £)</b>	
				North Lincolnshire Council	
203,137		101,569		12.29p in £ on AV of £1,652,868	50.00%
				West Lindsey District Council	
18,512		9,256		12.29 in £ on AV of £150,627	50.00%
				<b>Other Income: -</b>	
1		0		Rental Income	0.00%
18,500		1,400		Contribution from S&GWMB	7.57%
30		17		Interest	56.50%
0		0		New Work and Improvement Works	0.00%
<u>35,000</u>	621,344	<u>45,686</u>	386,066	Other Contributions	130.53%
				<b>EXPENDITURE</b>	
98,855		47,988		Flood Defence Levy	48.54%
0		782		Capital Costs	0.00%
109,989		60,409		Pumping Stations	54.92%
232,720		68,880		Drains Maintenance	29.60%
28,023		26,405		Telemetry Contract	94.22%
60,397		46,768		Administration Costs	77.43%
1,000		297		Other Board Costs	29.72%
8,121		4,702		Office/Depot Costs/Materials	57.90%
<u>81,746</u>	<u>620,851</u>	<u>40,873</u>	<u>297,104</u>	Cost of Borrowing	50.00%
	493		88,962	Surplus - (Deficit)	
	<u>214,114</u>		<u>249,315</u>	Balance Brought Forward	116.44%
	<b><u>214,607</u></b>		<b><u>338,277</u></b>	<b>Balance Carried Forward</b>	157.63%

### 3.4 List of Payments

#### 3.4.1 List of Cheques Paid

DATE	CHEQUE NO.	REF	PAYEE	DESCRIPTION	TOTAL CHEQUE	
<b>2016</b>					<b>£</b>	
May	19th	000052	23	JBA Consulting	Fee Account - BAP Implementation	1,002.86
		000053	19	ECUS Environmental Consultants	Worlaby PS - Eel Habitat Surveys	7,084.80
		000054	20	N E Davis Plant Hire	Maintenance	5,698.24
<b>Total of all Cheques</b>					<b>13,785.90</b>	
* Total of all cheques signed by Clerks					-	

#### 3.4.2 List of Payments Made Directly from Bank Account

DATE	REF	PAYEE	DESCRIPTION	TOTAL PAYMENT	
<b>2016</b>				<b>£</b>	
Apr	27th	15	Environment Agency	Wayleave	2.88 *
		13	Lincoln Electrical Services Ltd	Hibaldstow PS - Pump Maintenance	327.60 *
		-	Employee	Medical Reports	20.00 *
	29th	17	O2 (UK) Ltd	Mobile Telephone	24.31 *
		-	NatWest	Bank Fees	6.94 *
May	3rd	18	Crystal Ball Ltd	Vehicle Tracking	70.20 *
		43	BT	Line to Depot	80.30 *
		1	North Lincolnshire Council	Business Rates	106.00 *
	12th	180	Doncaster East IDB	Cardnet Fees	15.18 *
		181	Danvm Drainage Commissioners	Legal Fees - Powers of Entry	317.50 *
		22	Energas Ltd	Oxygen	65.30 *
		21	NPower	Worlaby PS - Meter Operator	474.00 *
		-	HMRC	PAYE/NI	1,025.01 *
		-	Employee	Wages	2,151.49 *
	16th	26	Nat West Business Card	Business Card: -	
			Post Office	Postage	7.25 *
			Morrisons	Fuel	73.99 *
			Brian's DIY Centre	Tools & Equipment	31.37 *
			Tesco	Fuel	162.06 *
		-	NatWest	Bankline Fees	39.40 *
	23rd	25	Woldmarsh Producers Ltd	Supply to Cadney PS	431.35 *
				Supply to Worlaby PS	2,526.83 *
				Supply to Carr Drain PS	1,043.73 *
				Supply to Fulseas PS	144.04 *
				Supply to Bentley Farm PS	314.54 *
				Supply to Appleby PS	645.66 *
				Supply to Broughton PS	843.79 *
				Supply to Cadney PS	415.89 *
				Supply to South Kelsey PS	551.52 *
				Supply to Waddingham PS	530.69 *
				Supply to North Kelsey PS	531.77 *



				Supply to Redbourne PS	586.13	*
				Supply to Candley Beck PS	470.64	*
				Supply to Island Carr PS	122.87	*
				Membership Fees	265.12	*
	31st	-	NatWest	Bankline Fees	36.49	*
Jun	1st	31	O2 (UK) Ltd	Mobile Telephone	24.31	*
		1	North Lincolnshire Council	Business Rates	106.00	*
	9th	27	Brodericks GBC	Internal Audit Fee 2015/16	1,002.00	*
		24	Hewitt (TJ) Excavators	Maintenance Contract	4,306.19	*
		23	Employee	Grease Gun	6.99	*
		28	WH Strawson	Depot Insurance	143.27	*
		-	Employee	Wages	2,151.69	*
		-	HMRC	PAYE/NI	1,025.21	*
		-	HMRC	PAYE/NI	434.70	*
	15th	38	Nat West Business Card	Business Card: -		
			Morrisons	Fuel	148.05	*
			Brian's DIY Centre	Tools & Equipment	15.99	*
			Halfords	Vehicle Parts	19.98	*
			Farmstar	Tools & Equipment	17.00	*
		-	NatWest	Bankline Fees	37.40	*
	20th	36	Woldmarsh Producers Ltd	Supply to 30' PS	448.15	*
				Supply to Carr Drain PS	536.92	*
				Supply to Fulseas PS	159.95	*
				Supply to Bentley Farm PS	306.64	*
				Supply to Worlaby PS	1,439.26	*
				Supply to Depot	591.94	*
				Supply to Nettleton Beck	49.67	*
				Supply to Waddingham PS	1,031.46	*
				Supply to North Kelsey PS	535.03	*
				Supply to Appleby PS	358.66	*
				Supply to Broughton PS	599.14	*
				Supply to Cadney PS	471.25	*
				Supply to Hibaldstow PS	1,420.79	*
				Supply to Redbourne PS	628.07	*
				Stationery	5.99	*
	29th	40	O2 (UK) Ltd	Mobile Telephone	24.31	*
	30th	-	NatWest	Bank Fees	16.60	*
Jul	1st	1	North Lincolnshire Council	Business Rates	106.00	*
	4th	42	BT	Depot Broadband Package	32.40	*
	5th	32-4	ID Spares & Services Ltd	Weedscreen Cleaner Maintenance – Three Sites	1,480.32	*
		39	Wildlife Conservation Partnership	Barn Owl Boxes	285.60	*
		37	WH Strawson	Depot Rent	937.50	*
		29-30	Controlstar Systems Ltd	Telemetry Maintenance Contract, etc.	11,031.30	
		35	JBA Consulting	1/4 Salary & Expenses	11,759.71	
	7th	-	Employee	Wages	2,151.49	*
	15th	53	Nat West Business Card	Business Card: -		
			Morrisons	Fuel	259.90	*
			Lawnmowers Ltd	Mower Repairs	47.86	*
		-	NatWest	Bankline Fees	37.80	*
	20th	48	Woldmarsh Producers Ltd	Supply to Bentley Farm PS	169.05	*
				Supply to Fulseas PS	128.43	*

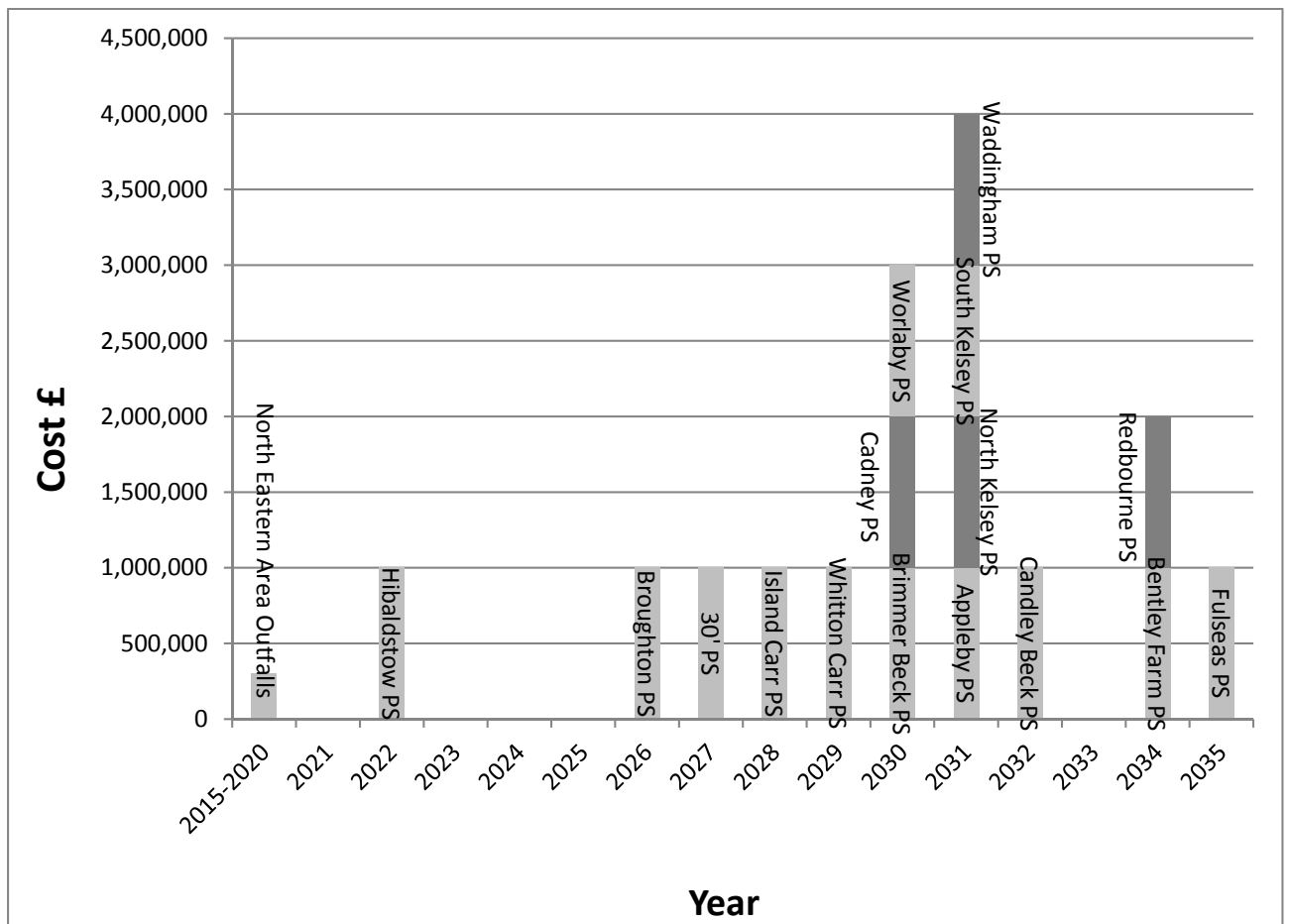
				Supply to Carr Drain PS	272.90	*
				Supply to 30' PS	138.58	*
				Supply to Worlaby PS	568.42	*
				Supply to Broughton PS	343.24	*
				Supply to North Kelsey PS	104.92	*
				Supply to South Kelsey PS	120.39	*
				Supply to Waddingham PS	199.73	*
				Supply to Appleby PS	128.52	*
				Supply to Brimmer Beck PS	218.53	*
				Supply to Cadney PS	115.49	*
				Supply to Redbourne PS	233.10	*
	21st	-	HMRC	PAYE/NI	1,025.01	*
	26th	52	BT	Employee Telephone Line	75.87	*
	28th	43	ESS Safeforce	Gas Monitor Service	183.59	*
		49	Lincoln Electrical Services Ltd	Pumping Station Inspections	3,193.20	*
		51	Lincolnshire Wildlife Trust	Biodiversity Action Plan	300.00	*
		42	M Gould (Scunthorpe) Ltd	Spring Dyke - Manhole Cover	1,140.00	*
		44	Perry's Pumps Ltd	Humber Bank Outfalls	984.00	*
	29th	46-7	Controlstar Systems Ltd	Telemetry Maintenance Contract, etc.	11,031.30	
		45	JBA Consulting	1/4 Salary & Expenses	12,198.46	
		16	Towergate Insurance	Insurances	12,308.52	
		50	O2 (UK) Ltd	Mobile Telephone	24.31	*
		-	B&CE Financial Services Ltd	Pension Contributions	360.00	*
		-	NatWest	Bank Fees	10.93	*
Aug	1st	71	Crystal Ball Ltd	Vehicle Tracking	70.20	*
		70	BT	Line to Depot	115.18	*
		1	North Lincolnshire Council	Business Rates	106.00	*
	4th	-	Employee	Wages	2,128.75	*
		-	HMRC	PAYE/NI	1,025.21	*
		-	B&CE Holdings	Pension Contributions	51.61	*
	15th	80	Nat West Business Card	Business Card: -		
			Morrisons	Fuel	74.44	*
			Tesco	Fuel	210.85	*
			MRH Retail	Fuel	20.28	*
			Auto Extras Ltd	Vehicle Parts	6.75	*
		-	NatWest	Bankline Fees	41.00	*
	18th	60-6	Bell Waste Control	Skip Hire	3,562.85	
		67	Crystal Motor Group	Vehicle Parts & Maintenance	723.97	
		72	Energas Ltd	Oxygen	65.30	
		55	Lincoln Electrical Services Ltd	Carr Drain PS - Electrical Maintenance	259.20	
		56	NPower	Carr Drain PS - Meter Operator	902.40	
		57-8	Perry's Pumps Ltd	Pumping Station Inspections and Remedial Actions	19,068.00	
		54	Employee	Expenses	6.00	
		73	SmartWater Technology	Licence Renewal	1,440.00	
	22nd	59	Woldmarsh Producers Ltd	Supply to South Kelsey PS	86.96	*
	22nd			Supply to Waddingham PS	208.04	*
				Supply to North Kelsey PS	117.09	*
				Supply to Appleby PS	105.29	*
				Supply to Broughton PS	245.54	*
				Supply to Candley Beck PS	234.99	*
				Supply to Island Carr PS	101.09	*

				Supply to Redbourne PS	202.42	*
				Supply to Cadney PS	104.46	*
				Supply to Carr Drain PS	176.79	*
				Supply to Fulseas PS	126.30	*
				Supply to Bentley Farm PS	165.68	*
				Supply to 30' PS	160.04	*
				Supply to Worlaby PS	664.42	*
				Membership Fees	287.70	*
				Tools & Equipment	811.49	*
	31st	-	NatWest	Bank Fees	9.36	*
Sep	1st	78	ADA Lincolnshire Branch	Annual Subscription	200.00	*
		79	Eon Energy Services	Fulseas PS - Metering Service	234.00	*
		76	ID Spares & Services Ltd	Fulseas PS - Weedscreen Cleaner	754.23	*
		77	NPower	Bentley Farm PS - Meter Operator Charge	536.40	*
		68	Public Works Loan Board	Loan Repayment	40,873.12	*
		75	O2 (UK) Ltd	Mobile Telephone	24.31	*
		-	Employee	Wages	2,244.21	*
		1	North Lincolnshire Council	Business Rates	106.00	*
	2nd	-	B&CE Holdings	Pension Contributions	54.70	*
	7th	74	Hewitt (TJ) Excavators	Mowing Contract	5,623.17	
	15th	85	Nat West Business Card	Business Card: -		
			Shell & Waitrose	Fuel	90.61	*
			Morrisons	Fuel	76.29	*
			Tesco	Fuel	75.34	*
			Lawnmowers Ltd	Mower Repairs	106.96	*
		-	NatWest	Bankline Fees	39.00	*
	20th	81	Woldmarsh Producers Ltd	Supply to Carr Drain PS	171.21	*
				Supply to Fulseas PS	125.60	*
				Supply to Bentley Farm PS	153.31	*
				Supply to 30' PS	143.39	*
				Supply to Worlaby PS	601.97	*
				Supply to Depot	217.69	*
				Supply to Nettleton Beck	46.06	*
				Supply to South Kelsey PS	71.36	*
				Supply to Waddingham PS	132.29	*
				Supply to Appleby PS	103.76	*
				Supply to Broughton PS	219.58	*
				Supply to Cadney PS	94.16	*
				Supply to Hibaldstow PS	773.80	*
				Supply to Redbourne PS	173.70	*
				Supply to North Kelsey PS	81.76	*
				Membership Fees	48.47	*
	27th	-	HMRC	PAYE/NI	1,104.01	*
	28th	83	Danvm Drainage Commissioners	Website Development, etc.	379.25	*
		84	Doncaster East IDB	Cardnet Fees, etc.	31.28	*
		82	WH Strawson	Depot Rent	937.50	*
		-	HMRC	PAYE/NI	1,025.01	*
	29th	89	O2 (UK) Ltd	Mobile Telephone	24.31	*
		-	B&CE Holdings	Pension Contributions	52.13	*
		-	Employee	Wages	2,147.96	*
	30th	-	NatWest	Bank Fees	9.58	*

Oct	3rd	-	BT	Depot Broadband Package	32.40	*	
		1	North Lincolnshire Council	Business Rates	106.00	*	
			<b>Total</b>		<b>199,962.35</b>		
			* Total amount of direct debits, standing orders and payments approved by the Clerk only			<b>109,982.17</b>	

### 3.5 Capital Program

Capital replacement costs are shown below.



### 3.6 Five Year Budget Estimate

	2016	2017	2017	2018	2019	2020	2021	2022
	Actual	Budget	Estimated Out turn					
<i><b>INCOME</b></i>	£	£	£	£	£	£	£	£
Drainage Rates – Land (AV: 2,815,951)	346,164	346,164	346,080	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	211,402	219,666	227,930	236,195
Levies West Lindsey District Council - (AV £150,627)	18,512	18,512	18,512	18,512	19,265	20,018	20,771	21,525
Interest etc.	33	30	20	30	60	70	500	500
Contribution from S&G WMB	21,043	18,500	19,450	18,500	18,500	18,500	18,500	18,500
Rental Income	1	1	1	1	1	1	1	1
Other Contributions	51,079	35,000	45,685	35,000	35,000	35,000	35,000	35,000
<b>TOTAL INCOME</b>	<b>639,970</b>	<b>621,344</b>	<b>632,885</b>	<b>621,344</b>	<b>644,475</b>	<b>667,586</b>	<b>691,116</b>	<b>714,217</b>
<b>EXPENDITURE</b>								
Flood Defence Levy	95,976	98,855	95,976	98,855	99,000	100,000	110,000	110,000
<b>NEW WORKS</b> (Nettleton Beck)	2,218	0	782	0	0	0	0	0
<b>Cost of Borrowing</b>	81,746	81,746	81,746	81,746	81,746	74,792	74,792	74,792
Other Board Shares	348	1,000	1,035	1,200	1,200	1,200	1,200	1,200
Depot/Office Costs	6,298	8,121	7,585	7,737	7,891	8,049	8,210	8,374
Maintenance	228,913	232,720	234,470	240,847	245,664	250,577	255,589	260,701
Administration	59,257	60,397	64,162	65,892	67,210	68,554	69,925	71,324
Pumping Stations	72,529	109,989	131,395	116,839	119,176	121,559	123,990	126,470
Telemetry contract	35,207	28,023	26,405	48,382	35,076	35,776	36,492	27,915
New Loans	0	0	0	0	0	0	0	41,343
<b>TOTAL EXPENDITURE</b>	<b>582,492</b>	<b>620,851</b>	<b>643,556</b>	<b>661,498</b>	<b>656,963</b>	<b>660,508</b>	<b>680,199</b>	<b>722,119</b>
Surplus (Deficit) on Year	57,478	493	(10,671)	(40,153)	(12,488)	7,078	10,918	(7,902)
Balance Brought Forward	191,836	214,114	249,314	238,643	198,490	186,002	193,080	203,998
Balance to Carry Forward	<b>249,314</b>	<b>214,607</b>	<b>238,643</b>	<b>198,490</b>	<b>186,002</b>	<b>193,080</b>	<b>203,998</b>	<b>196,095</b>
(as a percentage of expenditure)	42.80%	34.57%	37.08%	30.01%	28.31%	29.23%	29.99%	27.16%
Rate in the Pound (p)	12.29	12.29	12.29	12.29	12.79	13.29	13.79	14.29

## 4. Engineer's Report

### Recommendations:

- To note the information contained in this report.

### 4.1 Asset Management

#### 4.1.1 Telemetry

The upgrade works are substantially complete, snagging works and a couple of syphons require attention, the programming is still to be agreed but completion is required before the end of November.

#### 4.1.2 Water Level Management

The Humber Gravity Outfalls continue to create operational difficulties due to the increasing siltation of the Humber southern channel. Temporary works have been undertaken by the Boards staff previously and are planned in the near future when resources and tides permit. Third party contractors are being approached for them to consider options they could provide and cost accordingly.

More permanent options have been considered in the past, details of which will be brought to the meeting.

#### 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

M&E Inspections works are substantially complete with the exception of a limited number of weedscreen cleaner inspection, detailed inspection reports and costing are awaited.

#### 4.2.2 Inverted Syphons

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

#### 4.2.3 Maintained Ordinary Watercourses

N. Davis Contract 70-80% complete.

T. Hewitt Contract 60-70% complete

#### 4.2.4 Main River

Nothing further to report.

## 4.3 Planning, pre-application advice, and consents

### 4.3.1 Planning Applications

14 no planning applications have received comments from the Board between period 5 May 2016 and 1 October 2016.

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

6 consents have been considered by the Board between period 5 May 2016 and 1 October 2016, show below.

Applicant	Location	Proposal	Perm / Temp Works	Date Received	Payment Received?	Approved/ Refused/ Other	Date Issued
Lincolnshire County Council *	C251, Pelham Road, Claxby	Culvert approx 33m of watercourse with 600mm diameter pipe	Perm	30.06.2016	Yes	Approved	08.09.2016
Dave Logan (Cyden Homes Ltd)	Pingley Camp, Bigby High Road, Brigg	Culverting of redundant dyke	Perm	29.06.2016	Yes	Approved	16.08.2016
Scott Holt JBA (AMCO / Network Rail) *	NOB3 12C, Holton Le Moor, near Market Rasen	Install new 600mm culvert and new 600mm under track crossing, grout up and abandon existing culverts	Perm	27.07.2016	Yes	Draft	29.09.2016
Iain Fox JBA (Network Rail) *	NOB3 7C, Holton Le Moor, near Market Rasen	Install new 600mm culvert, grout up and abandon existing culvert	Perm	10.08.2016	Yes	Approved	16.08.2016
Paul Keighley / CML (Network Rail)	NOB3 BC3E, Howsham	Installation of a 580mm diameter UV cured liner into a 600mm dia brick culvert	Permanent	20.09.2016	Yes	Pending	n/a
Gary Burnett QTS Group (Network Rail)	NOB3 1A, Woodlands Farm, Kettleby	Installation of a 750mm diameter UV cured liner into a 910mm dia brick culvert	Permanent	21.09.2016	Yes	Pending	n/a

### 4.3.3 Extended District Consents

3 consents have been issued on behalf of Lincolnshire County Council between 5<sup>th</sup> May 2016 and 1 October 2016 as shown above by (\*).

## **5. Health and Safety Report**

### **5.1 Board Employee**

#### **5.1.1 Accidents and Incidents**

There are no accidents or incidents to report.



## 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

Environment Agency Fisheries presented at the EA Brampton depot in Cambridgeshire in September. Whilst the timed exemptions for High Priority sites are now effectively obsolete following issue of the November 2015 guidance, the work done on pump station prioritization remained relevant in so much as it provides the Agency's methodology to understand which station sites it considered most important to passage for eel.

It was noted solutions for eel passage require further study to avoid spending public money on a fix that does not necessarily work for the species as well as hoped. Research has provided evidence that that large mixed flow pumps with low rotation and few blades worked better for eel passage. Research on a fish friendly pump was one where the associated pipework had not been altered therefore it was unknown whether the eel deaths were as a result of pipework issues.

Eel exhibit abnormal behaviour as they came into contact with a weed screen, following which some swam upstream to sites higher than that at which they had been released, perhaps seeking an alternative route for migration.

We await hearing from the Environment Agency regarding the Worlaby upstream habitat suitability report.

#### 6.1.2 Biodiversity Action Plan 2015-2020

Work undertaken this year has included Water Vole Species Action Plan work where water vole was identified in Board maintained drains not previously surveyed and the purchase and erection of a Barn Owl box adjacent to Nettleton Beck on Board owned land.

#### 6.1.3 ADA T&E Biodiversity 2020 working group

ADA required easy access to work done by IDBs in connection with BAPs which could be collated in order to advise Defra the extent of IDB assistance with delivery of the aims and objectives of "Biodiversity 2020: A strategy for England's wildlife". Unfortunately, due to Defra funding cuts and lack of uptake, the Biodiversity Action Reporting System (BARS) is being taken down and alternative methods of national IDB BAP action reporting will have to be identified.

#### 6.1.4 Greater Lincolnshire Nature Partnership

The Board continues to be a member of the partnership, allowing use GLNP survey data.

## 7. Representation

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

<b>Environmental</b>	<b>Flood Risk Management</b>	<b>Other</b>
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
Humber Estuary Relevant Authorities Group (HERAG)	EA - CIRIA Partnership Funding Opportunities	

## 8. Any other business by leave of the Chairman

## 9. Date of next meeting

## **10. APPENDIX A – Internal Audit Report**

A copy of the report can be found over the following pages.

## **Ancholme Internal Drainage Board**

### **Report of the Internal Auditor on the internal controls of the Drainage Board for the year ended 31<sup>st</sup> March 2016.**

Dear Sirs

We have audited the Internal Control System of Ancholme Internal Drainage Board operational for the year ended 31<sup>st</sup> March 2016.

#### **1) Scope and Responsibility**

The Board is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Board also has a duty to make arrangements to secure continuous improvements in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Board is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Boards functions and which includes arrangements for the management of risk.

#### **2) The Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Boards policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

#### **3) The Internal Control Environment**

The key elements of the internal control environment, which the Board have addressed, are in ensuring that they:

- Prepare its accounting statements in the way prescribed by law.
- Make proper arrangements and accept responsibility for safeguarding public money and resources in its charge.
- Have only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
- Have given all persons interested the opportunity to inspect and ask questions about the board's accounts.
- Considered the financial and other risks it faces and has dealt with them properly
- Arranged for a competent person, independent of the board's financial controls and procedures, to give an objective view on whether these meet the needs of the board and reviewed the impact of this work.
- Responded to matters brought to its attention by internal and external audit.
- Disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

#### **4) Review of Effectiveness**

JBA Consulting are Clerks to the Board. Certain procedures are prescribed by statute. Our internal audit has covered the procedures and controls exercised by JBA over the Drainage Board. Our audit has been carried out on a test basis.

An assessment of the risks facing the organisation is being updated by JBA on an ongoing basis. This is then discussed with ourselves and reviewed on an annual basis and updated further as appropriate. The risk assessment is summarised using the following heads:

- ❑ Governance
- ❑ Operational
- ❑ Financial
- ❑ External
- ❑ Compliance with Law and Regulation

The risks identified are categorised depending on the assessment of their impact on the organisation and their likelihood of occurrence. Each area is being attributed an:

- ❑ A Denoting immediate action, or
- ❑ B Denoting consider action and have a contingency plan, or
- ❑ C/D Consider action or keep under periodic review.

The risk assessments are also currently reviewed and discussed as part of the 'Review of the Effectiveness of the System of Internal Audit' meeting, which currently takes place annually in November.

In addition, further work has been carried out in establishing the administrative and accounting procedures in terms of segregation of duties and recording of financial information.

### **Specific Internal audit review work**

The following areas relevant to Ancholme IDB were reviewed in detail in line with the principal of ensuring the standards and characteristics of an effective internal control system are evident: -

The Board's governance arrangements should include and ensure

- There is clarity of purpose and strategic direction.
- They act within their legal framework.
- Roles of officers and board members are clear and documented.
- Decisions are transparent and clearly reported
- Conduct of Board members and officers is of a high standard.

The Board's decision-making framework should include and ensure

- The board has a scheme of rules, including standing orders, which have been subject to minister approval.
- The make up of the board is in accordance with the land drainage act 1991.
- Adequate minutes of all board meetings are maintained.
- Adequate financial regulations are in place and followed.
- No conflicts of interest are evident.

### **Budgets**

The budget process undertaken by the board is reviewed in detail during the course of our internal audit work. This incorporates both the process itself and details comparison between the budget set and actual income and expenditure. This culminates in the calculation of any variances and then ascertaining the reasoning and explanations for these variances.

This is underpinned by the budgetary work undertaken on an ongoing basis during the course of the year by the clerks to the board as follows:

- On a monthly basis the sage 200 software is exported through to the formal accounts produced in order to ensure all items of income and expenditure are included.
- The figures from the accounts are then pulled through to the approved budget statement and a percentage comparison from budget to actual is calculated automatically on the spreadsheet.

- This is then reviewed fully by the clerk to assess the ongoing budgetary position.
- Reporting to the board can then be undertaken promptly as necessary.
- Within the November meeting all budget reports and reviews updated at that point in time are included within the meeting papers for discussion and ultimate approval.

## 5) Significant Internal Control Issues

In general, the Drainage Board is underpinned by a sound management and operational structure through the offices of JBA Consulting.

The following areas are identified as risk areas:

### **Risk areas**

#### ***Comments in relation to specific areas highlighted above***

##### **Decision-making: -**

The percentage of income contributed in respect of the special levy for the year ended 31<sup>st</sup> March 2016 represents around 35% of total income, the majority of income being due from ratepayers.

At the May 2015 meeting there were 3 appointed and 12 elected members present (20% appointed member percentage). At the November 2015 meeting there were 7 appointed and 10 elected members present (41% appointed member percentage) and at the January 2016 meeting 5 appointed and 11 elected members present (31% appointed member percentage).

It is clear that at the May 2015 and January 2016 board meetings narrated above any decision-making was undertaken without the necessary input from appointed members due to the above noted attendance statistics at the meetings.

It is noted that all none attendance of the appointed members is reported to the council and that it is not possible to essentially force individuals to attend meetings. However, this is a risk area to the board's decision-making process and as stated previously needs to be considered and addressed.

The overall make-up of the board is in accordance with the percentage of drainage rates to special levy income so the issue is purely one of attendance.

### **Other risk areas**

#### ***Bank mandate/Natwest bankline payment system***

During the year an electronic payment system has been operated (BACS) in respect of making payments to creditors.

This system incorporates a two-tier authorisation process of the payments, which involves first stage authorisation from the chairman directly via the bankline system and second stage authorisation via the clerk.

We have assessed the control procedures in place in respect of the bankline system and with the two-tier authorisation system in place the instruction within the bank mandate are being maintained.

Whilst risk in this area cannot be totally eliminated, the system being operated is fairly robust and keeps risk down to an acceptable level.

We have maintained the number of our internal audit checks with regard to electronic payments and therefore undertaken extensive walk through testing of the bankline system for the year ended 31<sup>st</sup> March 2016, no issues have arisen and our sample tests suggest that the current system is working effectively.

Brodericks GBC  
Chartered Certified Accountants and  
Registered Auditors  
Melbourne House  
27 Thorne Road  
Doncaster  
DN1 2EZ  
Dated: 10<sup>th</sup> May 2016

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