

Goole and Airmyn Internal Drainage Board

The Courtyard
Goole
DN14 6AE



Meeting *Papers*


23 June 2016
17:30pm


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Meeting Papers

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Purpose

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1. Governance

Recommendation:

- **Note the information contained in this report**
- **Approval of Draft Minutes meeting 24 March 2016 (Item 1.3)**
- **Adoption of five draft Policies issued 24 March 2016 (Item 1.7)**
- **Adoption of Data Sharing Agreement and Data Sharing Policy (Item 1.8)**

1.1 Apologies for Absence

1.2 Declaration of Interest

1.3 Minutes of the Meeting held 24 March 2016

Member	11.2.2016	24.3.2016
Mrs Rosemary J Webster (Chair)	✓	✓
Mr John Richard Fawbert	✓	✓
Mr G W Martinson	✓	
5 VACANCIES		
East Riding of Yorkshire		
Mrs Rita Brough	✓	✓
Cllr Malcolm Boatman	✓	✓
Cllr Keith Moore (V Chair)	✓	✓
Cllr Brent Huntington	A	A
Cllr Josie Head	A	✓
Mick Head (ER)	✓	✓
Stephen Harrison		✓
Cllr Caroline Fox	✓	✓
1 VACANCY		

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

Ian Benn (Clerk)	Clerk
Craig Benson (Finance Officer)	FO
Roger Smith (Engineer)	Eng.
Alison Briggs (Environment & Administration)	EO

Others in attendance

A member of the public

Apologies for Absence

2016.51 Apologies for absence were received from Cllrs Brent Huntington

Declaration of Interest

2016.52 None.

Minutes of the Meeting 14 January 2016

2016.53 Proposed accepted as a true record of the meeting by KM, seconded RB, all in agreement

Matters Arising

2016.54 RW advised there were matters arising under the financial section not discussed elsewhere, because of the nature of the discussion she proposed the Board should discuss as a private session, seconded KM. Member of the public requested to leave the room.

2016.55 Private session.

FOI request and complaints

2016.56 Members noted the FOI request and response. No complaints had been received.

Board Policy - various

2016.57 EO advised the policies were specific for the Board, advising although Minutes revealed generic policies had been downloaded and approved previously, there was no evidence of policy wording previously agreed. Some members advised they had not read the documents produced. KM requested approval be held over until the next meeting allowing sufficient time for Members to read the documents. Clerk advised papers had been issued two weeks in advance of the meeting and underlined the importance of showing good governance by having all appropriate policies in place.

CLERKS REPORT

The Clerk's Report, copies of which had been circulated to members with the Meeting papers, was considered.

2016.58 Clerk advised his report was for information only upon which he did not need to expand unless members had specific questions. He did note the link to Environment Agency Adapting to climate change appeared to work intermittently. He advised up to date information on Humber Strategy would appear on the website.

FINANCIAL REPORT

The Financial Report, copies of which had been circulated to members with the Meeting papers, was considered.

Rating

2016.59 All rates had been collected

List of Payments

2016.60 Already discussed in private session

Revenue Account as at 29.2.2016

2016.61 FO advised he did not prepare the Revenue Account as a receipts/payments basis as adopted by the previous Clerk but on an accruals basis in the form of an income and expenditure sheet. Revenue account balance currently stands at -£30,000. The Reserve account holds circa £150,000 consisting primarily of Commuted Sum monies that is funding the Board's expenditure. Sundry debtor shown is the EA/precept accounted for in this year's accounts. KM queried administration costs. FO confirmed in the main it comprised additional administration undertaken by the previous clerk and engineers. Members agreed the revenue account as presented was considerably easier to understand and for the first time were aware how Board accounts are compiled. Members unanimously agreed that previous budgets would not have been set had the true state of accounts been known. JH requested a presentation on how to look and understand accounts. Clerk sympathised agreeing accountancy language can be difficult to understand and financial terms used do not always assist, confirming accounts would be explained at each meeting.

ENGINEER'S REPORT

The Engineer's Report, copies of which had been circulated to members with the Meeting papers, was considered.

Matters Arising

Board Owned Assets

2016.62 EO confirmed further contact had been made by Heptonstalls as they attempted to locate missing title deeds

Pumping Station

2016.63 Members noted information contained in the papers.

Telemetry

2016.64 Members noted information contained in the papers, a signal booster had been installed to assist with data transmission

Commuted Sum Agreements

2016.65 Eng confirmed a meeting with HCA was scheduled for April to ascertain answers to number of queries raised by the Administrator on matters including payments received to date under Capitol Park Commuted Sum agreement.

2016.66 JH queried why the Board was not proceeding with commuted sum agreements. EO advised the purpose was to commute an obligation in connection with land drainage that would benefit either the whole district or related to a strategically important watercourse within part of the district. The agreements previously put forward did not. Members agreed they had been told by the previous Clerk and Engineer entering such agreements was important for the Board. Discussions took place regarding the previously proposed commuted sum sites and how such an act might benefit the Board. Members agreed it was not in the Board's interest.

Maintenance

2016.67 Members noted information contained in the papers

Planning

2016.68 Members noted the Board's power only to comment where development may exceed the green field run off rate. Members discussed the Whin Croft development

Environmental

The Environmental Report, copies of which had been circulated to members with the Meeting papers, was considered.

Eels Regulations

2016.69 Members noted the Board's pump stations were to be placed on the national register

Maintenance Issues

2016.70 The EO had prepared plans of the district for the purposes of water vole survey. The Clerk discussed requirement for Risk Assessments asking RB to produce her own assessments by identify hazard and how to mitigate that risk rather than Management producing one on her behalf. KM advised West Bridge Lane, Hook Clough, caravans had septic tanks which might be discharging into the drain. Engineer would investigate however any such issue would be reported to the Environment Agency

2016.71 EO advised any piling work undertaken by Board must comply with Land Drainage improvement regulations, she could not find any evidence that appropriate notices had been served.

Biodiversity Action Plan

2016.72 EO advised legal necessity to produce BAP. Proposed JH, seconded RB EO produce BAP for Board at cost of £1500.

2016.73 Discussions took place regarding implementation of a Biodiversity Action Plan. EO advised existing contract did not cover provision of an Environmental Officer. For species action plans particularly suitably qualified person should implement. JH suggested Board should ensure finances in order before further expenditure and would rely on Friends of Oak Hill to provide information on biodiversity.

Health & Safety

2016.74 Clerk provided MH with example risk assessment for pumping station. Management checking Board has appropriate insurance for RB to undertake water vole survey work. He expressed concern as Management's own staff has PPE which comprises boots with steel toecaps and steel midsole, high-viz jackets and trousers. He advised great care in avoiding avoid needles noting additional risks associated with water including leptospirosis and lymes disease.

2016.75 Arising from last meeting he advised no requirement to display certificates, so long as Board has certificate does not need to be in every premise board operates. KM queried cloughs into river and life belts. Clerk advised fencing required but not life belts. RB queried fencing around New Potters Grange. Noted fencing may have been missing for some time, in any event always possible to walk around the fencing.

2016.76 MH queried lone workers in connection with risk assessment for pump stations and whether the assessment included for lone worker and lone worker device. Clerk advised device works through GPS signal, feeds to base, has a man down facility which triggers alarm. Board does not have any employees, it sub contracts its work therefore risk assessment for lone workers irrelevant to this Board. Members discussed the value of appointing appropriate and reputable contractors undertaking work for the Board

Any Other Business

2016.77 CF requested drain walk in area of Airmyn to view what had been done or was required to be done. EO advised Board serves notice of entry allowing contractors to undertake work associated with water level management and its duties regarding the environment. There was no facility afforded in the LDA 1991 for Member to undertake a drain walk to identify work they believed required done, any concerns had should be raised with the Engineer who would investigate. Member advised other Boards on which she sat undertook drain walks. EO confirmed could not comment on actions taken by other Boards but would advise this Board on the correct course of action in accordance with legislation. RF asked the Member consider the reaction of house holders with a watercourse in the garden should Board Members decide to view it during a tour, noting farmland was also private. The Clerk expressed concern on the turn of discussion asking Members recall they had put back making a decision on essential Policy and Governance but had now spent some not inconsiderable time discussing the requirement for a drain walk. He advised the Board at its meetings should look at Policy and Strategy, drain maintenance is undertaken



by contractors and under the scrutiny of the Engineer. Strategy, drain maintenance undertaken by contractors and under scrutiny of engineer.

2016.78 JH requested hard copy papers for time being. CF requested copy Board plans showing Board owned drains. Clerk advised Board does not own the drains but chooses under its permissive powers to maintain certain drains which could change annually.

Date of Next Meeting

2016.79 23 June 2016 The Courtyard, Goole commencing at 5:30pm

1.4 Matters arising not discussed elsewhere on Agenda

1.5 Freedom of Information Request (FOI)

none

1.6 Complaints

none

1.7 Board Policies

1.7.1 Draft Policies previously issued

The draft Policy documents as issued at March 2016 meeting requiring approval are:

- Schedule of Reserved Matters
- Scheme of Delegation
- Division of Responsibility between Clerk and Chair
- Publication Scheme
- Complaints Policy

1.7.2 Data Sharing Agreement and Data Sharing Policy

In addition, 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. Resolution to adopt the Additional Data Sharing Agreement and Data Sharing Policy is required. These documents can be viewed at Appendix A.

1.7.3 Health & Safety Policy

A Health & Safety Policy has been produced and is available on the Board Website

2. Clerks Report

Recommendation:

- **Note the information contained in this report**
- **Approval of i) – iii) (Item 2.1)**

2.1 Election Year

2016 is an election year for the Board and the procedure is set out below.

31 October 2016 will see the end of the current three-year term of office of the elected members of the Board, a new Board coming into place on 1 November 2016.

The Board are required to approve certain procedural arrangements in respect of appointment of a returning officer, date of poll if necessary as follows: -

- To confirm the appointment of JBA Consulting as returning officer
- A draft register of electors was prepared on 1 April 2016 and has been advertised on the Board's website. The Board are asked to consider any representations made by the public and approve the register. This approval must then be advertised.
- It is proposed to receive nominations by post and the last date for return of the nomination papers in Friday 7 October 2016.

If there are more candidates nominated than the fixed number of elected members, then a poll must be arranged and the date for that poll is to be Friday 28 October 2016.

2.2 Board Website

The specification was offered for Tender through North Lincolnshire Council Procurement Service, with a closing date of Friday 20 May. The Local Authority procurement team will assess tenders received on behalf of the Group of Boards and make a recommendation as to appointment. There have been 10 expressions of interest. The Shiregroup administration team are not involved in any part of the tender review process.

All Boards within the Shire Group will collectively sign a contract with the successful supplier.

2.3 Legislation

Nothing to report

2.4 Defra

2.4.1 Demaining and Asset Transfer

Defra is encouraging the Environment Agency to move forward positively with investigating the de-maining of some main river systems and transfer of pumping stations to third parties which do not offer flood risk protection to people and property. This has particularly been highlighted in the Isle of Axholme area and the Implementation of the strategy.

The IoA FRMS was approved by the Environment Agency's Large Project Review Group (LPRG) and submitted to Defra for approval. Defra approved the Strategy subject to the following recommendation:

"The publication of an implementation document which succinctly and clearly identifies roles and responsibilities, including more certain plans as to how and when asset / maintenance transfer to local IDBs plans will take place; financial contributions and identification of any

funding gaps with proposals as to how these will be met; and, clear identification of the environmental benefits the strategy contributes towards”

The implementation of the preferred option within the strategy is now moving forward. The area is being used as one of two pilots in England regarding the de-maining of main river systems and asset transfer. The challenges are not insubstantial considering long term funding requirements. The EA are being encouraged to look at opportunities for ‘quick wins’ to be delivered 2017 with significant rationalisation of main river systems by 2019/20.

Whereas the strategy does not affect the Board directly there are the recognisable long term implications regarding the de-maining of main river systems and assets. Environment Agency

2.4.2 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.

2.4.3 Humber Flood Risk Management Steering Group – 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.

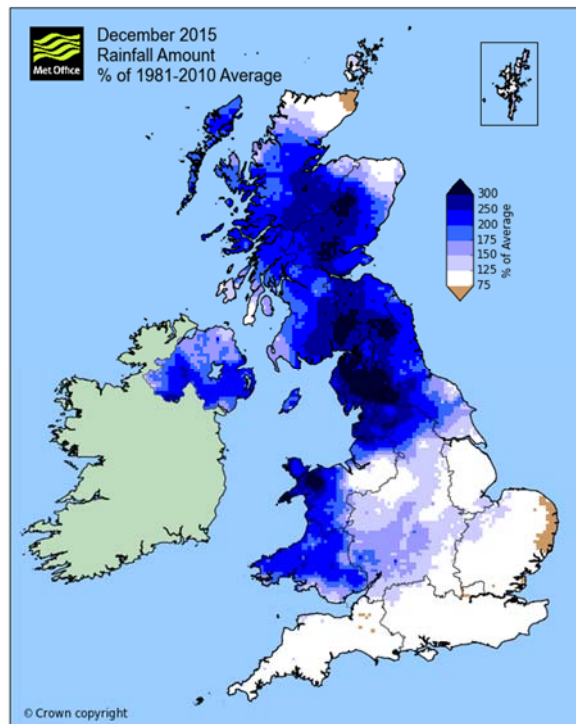
2.4.4 Budget 2016 - Additional Funding – investment outcomes

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.

2.4.5 EA Flood Data



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

2.5 Association of Drainage Authorities (ADA)

2.5.1 FloodEx 2016

The two-day event was held in Peterborough on 18th and 19th May. Ian Benn delivered a presentation on Asset Management and Craig Benson on difficulties encountered in assessment of land values relating to the proposed creation of new IDBs in the North West of England. Other subjects presented included Total Catchment Management and Ecological Improvement delivery of Biodiversity 2020 outcomes and using PSCAs. Your administration team were heavily involved in the production of all these presentations.

2.5.2 Technical & Environment Committee

Meeting held 11 May 2016. Matters discussed

- Health & Safety – importance of monitoring employee health, ticks & Lyme disease adding to Risk Registers
- SuDS amendment to Housing & Planning Bill – postponed for review in 2019
- FloodEx – full complement of exhibitors for the show
- Eel Regulation update
- Workstream progress including:
 - Managing Assets – Whole life costs
 - Water Transfer licencing – effect on some IDBs
 - Total Catchment Management – importance of whole catchment not discrete areas
 - Ecological improvement – update to BAP guidance to deliver Biodiversity 2020 outcomes

2.5.3 Policy & Finance Committee

Meeting held 12 May 2016. Matters discussed

- ADA Subscription Levels – Agreed to look at alternative billing methods, individual memberships
- IDB1 Form Questions for 2017
- FloodEx
- Ratings and Local Finance – Agreed Board Finance Officer to deliver presentation at FloodEx on New IDBs and the Methodology in calculation of Rates and Special Levies.

2.6 Board Information – Total Catchment Management

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?

2.7 Board Key Performance Indicators

		Key Performance Indicators					
		Inadequate	Work to be done	Adequate	Good	Very Good	
GOOLE & AIRMYN INTERNAL DRAINAGE BOARD	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		0.00
2015/2016 Drainage Rates and Special Levies		
Drainage Rates – District 1	158.10	
Drainage Rates – District 2	2,749.93	2,908.03
Special Levies – East Riding of Yorkshire Council		
District 1	194,104.19	
District 2	1,964.39	196,068.58
Total Drainage Rates Due		<u>198,976.61</u>
Less Paid:-		
Drainage Rates – District 1	158.10	
Drainage Rates – District 2	2,749.93	2,908.03
Special Levies – East Riding of Yorkshire Council		
District 1	194,104.19	
District 2	1,964.39	196,068.58
Total Drainage Rates Paid		<u>198,976.61</u>
Balance Outstanding as at 31st March 2016		<u>NIL</u>



3.2 List of Payments

3.2.1 List of Cheques

DATE		CHEQUE	REF	PAYEE	DESCRIPTION	TOTAL	
		NO.				CHEQUE	
2016						£	
Mar	16th	104387	149,190	British Gas	Supply to New Potter Grange	860.29	*
		104388	185	Danvm Drainage Commissioners	Key Cutting (Keyhole Services)	24.07	*
		104389	188-9	JBA Consulting	Fee Account: -	6,480.00	
					1/4 Salary & Expenses	3,240.00	
					1/4 Salary & Expenses	3,240.00	
		104390	187	Addleshaw Goddard LLP	Procurement Services	7,396.32	
Apr	14th	104391	196,207	Henry Jubb	Pumping Station Maintenance	4,337.55	
		104392	193	Hagrapat Ltd	Maintenance	4,020.00	
		104393	211	Addleshaw Goddard LLP	Procurement Services	3,849.36	
		104394	192	Lincoln Electrical Services Ltd	Downes Ground PS - Electrical Maintenance	388.80	*
		104395	191	Rocksure Systems Ltd	Lone Worker Monitoring	244.08	*
		104396	268-9	The Courtyard	Meeting Expenses	219.00	*
		104397	210	Heptonstalls Solicitors LLP	Capitol Park Commuted Sum	2,100.00	*
		104398	214	Jones Cooper Ltd	Payroll Processing - Final Account	24.00	*
		104399	194	British Gas	Supply to Orchard Cottage PS	1,307.28	*
	15th	104400	-	NFU Mutual	Insurance	1,000.00	*
	26th	104401	7	ADA Northern	Conference Fees	120.00	*
May	10th	104403	4	Backhouse Environmental Services	Pest Control Services	343.27	*
		104404	5	Towergate Insurance	Insurance	684.63	*
	17th	104405	215	Danvm Drainage Commissioners	Skip Hire, etc.	827.50	*
		104406	10	JBA Consulting	Biodiversity Action Plan	5,250.24	
		104407	8	Perry's Pumps	Downes Ground PS - Pump Maintenance	4,200.00	
Total Amount of all Cheques						50,156.39	
*Total Amount of Cheques sent out signed by the Clerk's						8,142.92	

NB - Payments in dispute have been discussed at previous meetings.

3.2.2 Payment Made Directly from the Bank Account

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					CHEQUE	
2016					£	
Mar	2nd	-	Scottish Power	Supply to Hook Clough PS	180.00	*
	2nd	183	N-Power	Supply to New Potter Grange PS	57.45	*
	11th	-	O2	Mobile Telephone	11.41	*
	14th	184	Vodafone	Telemetry Lines	37.68	*
	20th	-	HSBC	Bank Charges	14.73	*
	21st	212	Eon Energy	Supply to Southfield Lane PS	65.01	*
Apr	1st	-	Scottish Power	Supply to Hook Clough PS	180.00	*
	4th	1	Public Works Loan Board	Loan Repayment	3,687.02	*
		213	N-Power	Supply to Downes Downes PS	3,268.81	*
	11th	-	O2	Mobile Telephone	11.41	*
		195	Vodafone	Telemetry Lines	37.80	*
	18th	-	HSBC	Bank Charges	13.79	*
	20th	2	Eon Energy	Supply to Southfield Lane PS	60.21	*
May	3rd	-	Scottish Power	Supply to Hook Clough PS	180.00	*
	11th	-	O2	Mobile Telephone	11.56	*
	13th	6	Vodafone	Telemetry Lines	37.08	*
	23rd	9	Eon Energy	Supply to Southfield Lane PS	211.48	*
Total Amount of all Payments					8,065.44	

3.3 Audit

3.3.1 Internal Audit

The internal audit on the Board's financial statements is underway.

3.3.2 Annual Governance Statement – Section 1

At the February 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 D

3.4 Accounts for the Year Ending 31 March 2016

The accounts for the year ending 31 March 2016 are attached as a separate document.

3.5 Accounting Statements – Section 2

The Board is asked to approve the Accounting Statements shown at Appendix D

3.6 Five Year Budget Estimate

Goole & Airmyn IDB	0	0	0	0	1	2	3	4	5
Revenue Account	2015/16	2015/16	2016/17	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
	App	Estimated	App	Estimated					
	Budget	Out-turn	Budget	Out-turn					
Income	£	£	£	£	£	£	£	£	£
Drainage Rates	2,908	2,908	5,189	5,189	5,189	5,189	5,189	5,189	5,189
Special Levies	196,073	196,068	247,446	247,446	247,446	247,446	247,446	247,446	247,446
Highways England Contribution	21,083	30,301	20,000	26,000	20,000	20,000	20,000	20,000	20,000
Other Income	49,607	63,566	-	-	-	-	-	-	-
Grant in Aid	53,554	-	-	-	-	-	-	-	-
Bank Interest, consents etc	-	52	-	50	50	50	50	50	100
Total Income	323,225	292,895	272,635	278,685	272,685	272,685	272,685	272,685	272,735
Expenditure									
Flood Defence Levy	68,860	68,860	70,237	68,860	72,344	70,926	74,515	73,054	76,750
New and Improvement Works	146,000	124,131	-	-	-	-	-	-	-
Drain Maintenance	29,000	31,972	29,500	35,000	30,385	36,050	31,297	37,132	32,235
Other Expenditure		31,768							
Pumping Stations	42,120	41,484	43,620	44,000	44,929	45,320	46,276	46,680	47,665
Administration	81,847	52,473	44,925	45,000	46,273	46,350	47,661	47,741	49,091
PWLB Loan	7,374	7,374	7,374	7,374	7,374	7,374	7,374	7,374	7,374
New Loan									
Total Expenditure	375,201	358,062	195,656	200,234	201,305	206,020	207,123	211,979	213,115
Surplus/(Deficit)	(51,976)	(65,167)	76,979	78,451	71,380	66,665	65,562	60,706	59,620
Balance Brought Forward	(91,558)	5,774	(50,009)	(59,393)	19,058	90,438	107,103	122,666	123,372
Transfer to Com Sum Accounts	-	-	-	-	-	-	-	-	-
Transfer to Capital Reserve Acc	-	-	-	-	-	50,000	50,000	60,000	60,000
Balance Carried Forward	(143,534)	(59,393)	26,970	19,058	90,438	107,103	122,666	123,372	122,992
Penny Rate in £	3.90p	3.90p	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p
Penny Rate £51,558	2.70p	2.70p	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p
Committed Sum Balance	169,661	193,057	193,057	193,057	193,057	193,057	193,057	193,057	193,057
Capital Reserve Account	-	-	-	-	-	50,000	100,000	160,000	220,000
% of Expenditure	-38.26%	-16.59%	13.78%	9.52%	44.93%	51.99%	59.22%	58.20%	57.71%

4. Engineer's Report

Recommendations:

- **Note the information contained in this report**
- **Resolution is required in connection with Board Assets (item 4.1.1.)**
- **Resolution is required in connection with Pumping Stations (item 4.1.2) New Potter weedscreen**

4.1 Asset Management

4.1.1 Board Assets

In 2014 an Asset Survey was undertaken on behalf of the board this was undertaken in a none electronic format. Asset management requires constant information updates to ensure it has added value to the board. Management currently uses an electronic version, which updates changes and undertakes modifications as necessary and is quick and easy to manage.

It is recommended a new asset survey is undertaken, either on a fixed fee or a time allocation basis.

4.1.2 Pumping Stations

Downes Ground Pumping Station:

- The replacement flap valves works was completed on the 4th May 2016.
- Danvm IDB have completed the fence and erected signs at the outfall.
- A start up timer has been replaced on pump 3

Hook Clough Pumping Station:

- Danvm IDB has erected the fence and signs at the outfall

New Potter Pumping Station:

- The weedscreen cleaner has encountered several electrical problems caused by rodents primarily the cost to replace the electrical system and to make an improvement to ensure it doesn't happen again is £1600.00

The fire extinguishers at all pumping stations have been inspected and replaced accordingly.

4.1.3 Telemetry

There has been an intermittent communication issue between the pumping stations and the master station, Oriol systems having been dealing with the situation. Danvm IDB have also received a tutorial on the existing system.

A separate report on options for the system has been provided with the papers

4.1.4 Commuted Sum Agreements

Capitol Park – the situation remains as before; there has been no renegotiation of terms and conditions however the initial arrears payment, outstanding since the document was entered into, has now been collected in full.

Court House Farm – it is believed the commuted sum monies will be settled in full.

4.2 Maintenance

4.2.1 Pumping Station attendant

The previous employee retired in January 2016. Danvm DC staff have been undertaking work on a temporary rechargeable basis, agreed at the February meeting this would be on a 6-month trial. Table of options below:

Option	Considerations	Financial considerations
1. Engage new employee	Understand WLM	Pension liability
	Understand Hydraulics & Telemetry	Vehicle/mileage allowance
	Understand agricultural practices and heavy plant	
	Training	
	PPE	
	Lone Working	
	Holiday cover	
	H&S - RAMS	
	Continuity	
	Role & responsibility	
2. Danvm DC	Offer daily telemetry monitoring	Recharge basis as current
	Trained/qualified staff	
	Provision for sickness/holiday cover	
	H&S Policy implemented	
	RAMS implemented	
	Full lone working system	
	Vehicle tracking	
	Extensive knowledge IDB management/role/responsibility	

4.2.2 Ordinary Watercourses

Maintenance Works 2016

Expressions of interests and costing's have been obtained to undertake this year's maintenance programme. Sweetings Brother and Messrs Martinson's were the successful contractor. A contractors meeting will take place on the 17th June to discuss matters.

To ensure the board obtains ultimate value for money and quality it is suggested that a long term (5 years) maintenance contract and regime is implemented.

4.3 Planning, pre-application advice and consents

4.3.1 Planning Applications

The Board may only comment on surface water run-off in excess of the green field run-off rate of 1.4 litres per second per hectare.

- Planning Application 15/00305/STOUT has been removed from the existing objection list.

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

- AMCO on behalf of Network Rail propose to line an existing culvert section.
- Elite Furniture discharge consent from attenuation lagoon.
- Glews Garage discharge consent from attenuation lagoon.



4.3.3 Extended District Consents (Land Drainage Act 1991 Section 23)

Nothing to report

4.3.4 Pre application advice

Nothing further report.

5. Environmental Report

Recommendation:

- Implementation of BAP (Item 5.3)

5.1 Legislation

5.1.1 EIA (Land Drainage Improvement Works) Regulations

It is suggested the regulations may be amended to incorporate outstanding Articles under the Habitats Directive.

5.2 Maintenance issues

5.2.1 Protected and notable species

Following concerns raised by Board Member regarding water activity around the Whin Croft Development, Hook Drain and Southfield Lane Drain were surveyed on 5th April 2016.

A short report can be viewed at Appendix B

5.3 Biodiversity Action Plan

The proposed BAP can be viewed at Appendix C.

6. Health and Safety Report

Recommendations:

- To note the information contained in the report

6.1 Boards Health and Safety Policy

Is published and available on the Boards website along with a generic risk assessment available for anyone attending pumping station asset. This has also been made available to all other IDBs within the ADA family.

6.2 Contractor Management

6.2.1 Accidents and Incidents

There have been no accidents or incidents to report since the last meeting.

6.2.2 Lone Worker Arrangements

The integrity of current lone worker arrangements has been confirmed.

Staff involved in the delivery of monitoring and maintenance of the Boards Pumping Station Assets have just undertaken water safety training.

6.3 ADA Health and Safety Report to the T&E Committee

The report submitted to the committee included;

- Employee monitoring
- Ticks and Lyme disease
- Working outdoors
- Manual handling
- Risk Assessments
- The health and Safety at Work Act
Accidents, Incidents and Prosecutions



7. Representation

Officers represent the Board in a number of fora:

Environmental	Flood Risk Management	Other
Humberhead Levels Steering Group	Humber Flood Risk Management Steering Group	ADA Technical & Environment Committee
Humberhead Levels Partnership Group	EA-CIRIA Partnership Funding Opportunities	ADA Policy & Finance Committee
EA/ADA Eel Liaison Group		
Defra/ADA EIA (Land Drainage Improvement Works) Regulations		

8. Date of next meeting

9. APPENDIX A: Data Sharing Agreement & Policy

Suggested Terms for Data Sharing Agreement Goole & Airmyn IDB

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. Goole & Airmyn 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.

10. APPENDIX B: Water Vole Report

Introduction

Following concerns raised by a Board Member relating to development work in the vicinity, a Water Vole (*Arvicola terrestris*) survey was undertaken along Hook Drain and Southfield Lane Drain within the Goole & Airmyn Drainage District on 5 April 2016. The survey was completed along the section of Hook Drain between NGR: 475569, 425247 and 475219,425032 and on Southfield Lane Drain between NGR: 475626,424982 and 475620, 424704. Extent of drain surveyed 1100m

Methodology

A Water Vole survey was undertaken in accordance with the methodology detailed in the Water Vole Conservation Handbook (Strachan *et al* 2011).

Any other evidence of protected species and species of note was recorded during the survey.

The adjacent land use in both drains surveyed is agricultural. Adjacent to part of the Hook Drain housing development work is being undertaken.

Results

Water Voles

Evidence was seen in both Hook Drain adjacent to the north/south track from Westfield Lane and the track south of the drain between Thorntree Lane and Southfield Lane in the form of a number of burrows, latrines and grazing adjacent to burrows. Evidence was not found at the eastern end of the drain at its junction with Southfield Lane, the drain is overhung with bushes and lacking in suitable vegetation. Indicators of Water Vole were not found within 100m of Long Lane although the banks remain vegetated.

Along several sections of the drain extensive stands of Common Water-starwort (*Callitriche stagnalis*) were seen together with Water Crowfoot (*Ranunculacae sp.*) and in some places Marsh Marigold (*Caltha palustris*). Tracks were evident crossing from bank to bank through the water starwort to and from burrows indicating movement earlier during that day. It had rained hard the previous night and earlier that morning which would have removed any previous track evidence.

In total on both drains 14 latrines were identified, approximately 30 burrows, some surrounded with evidence of water vole grazing and pathways within bank side vegetation were identified.

No other evidence of protected species or other species of note was recorded during the survey.

Flora

The drain contained a limited range of aquatic and marginal plant species, with Water-starwort *Callitriche sp.*, Water Crowfoot (*Ranunculacae sp.*) and some Fools Water Cress (*Apium nodiflorum*). The banks were dominated by ruderals and grasses typical of agricultural margins, including Perennial Rye-grass (*Lolium perenne*), False Oat-grass (*Arrhenatherum elatius*). Stands of Comfrey (*Symphytum*) on Southfield Lane Drain bank tops, common to both drains were Common Nettle (*Urtica dioica*), some Dandelion (*Taraxacum officinale* agg.), Cow parsley (*Antbriscus sylvestris*) Dock (*Rumex sp.*). The drains contained eutrophic water evident from the early growth of filamentous algae producing blanket weed. The algae if provided with sufficient nutrients can cover the water surface blocking sunlight, inhibiting photosynthesis of aquatic plants, creating anoxic conditions for all species. Because the drains contain sizeable established stands of aquatic vegetation early in the year it is anticipated this will not happen.

A selection of photographic evidence can be seen overleaf



Figure 1. Latrine Hook Drain



Figure 2. Burrow, latrine, water starwort, blanket weed



Figure 3. Tracks through vegetation Hook Drain



Figure 4. Latrine, burrow, water starwort Southfield Lane Drain

11. APPENDIX C: BAP

Internal Drainage Board Biodiversity Action Plans

Implementation of the Natural Environment and Rural Communities Act 2006 means every Public Body has a duty to conserve biodiversity.

Internal Drainage boards were committed by Defra in its Implementation Plan of the IDB Review to produce their own Biodiversity Action Plans by April of 2010.

Many activities of an Internal Drainage Board have benefit for biodiversity, particularly through water level management and drainage ditch maintenance work.

As a result of new drivers and requirements, the 'UK Post-2010 Biodiversity Framework', published in July 2012, has succeeded the UK BAP. Devolution and the creation of country-level biodiversity strategies, has meant much of the work previously carried out under the UK BAP is now focussed at a country level. International priorities have also changed: the framework sets out the priorities for UK-level work to support the Convention on Biological Diversity's (CBD's) Strategic Plan for Biodiversity 2011-2020 and its five strategic goals and 20 'Aichi Targets', agreed at the CBD meeting in Nagoya, Japan, in October 2010; and the EU Biodiversity Strategy (EUBS), launched in May 2011.

Biodiversity action Plans will help the Board to maximise the biodiversity benefits from its activities and demonstrate its contribution to the Government's UK Post-2010 framework targets.

Internal Drainage Board Biodiversity

Although the Government has a new strategic plan to deliver biodiversity targets, the original UK BAP lists of priority species and habitats remain, an important and valuable reference source. Notably, they have been used to help draw up statutory lists of priority species and habitats in England, as required under Section 41 (England) of the Natural Environment and Rural Communities (NERC) Act 2006.

This Biodiversity Action Plan (BAP) has been prepared on behalf of Goole & Airmyn Internal Drainage Board identify targets and actions to be delivered by the Board that will evidence of compliance to its environmental duties.

Introduction

This Plan identifies objectives for the conservation and enhancement of biodiversity within the drainage district over which the Board has control and it describes targets and actions which it is hoped will deliver those objectives.

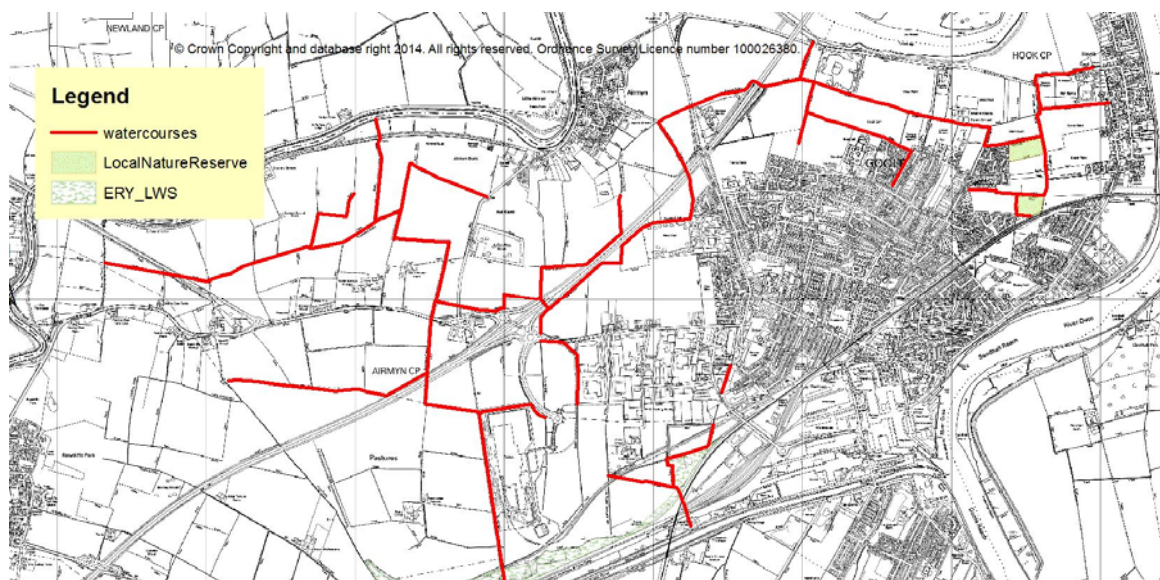
The Plan will help integrate biodiversity into the Board's activities through its annual maintenance programme and capital work projects.

The action plan will help safeguard the biodiversity of the District and it is hoped implementation of this plan will contribute to achievement of local and national targets for UK Biodiversity 2020.

The Plan is a dynamic document that will be reviewed and updated regularly with a final report being delivered autumn 2020.

The plan covers the Board's entire district as shown in figure 1.1 with particular relevance to Board maintained drains its discharge into the Humber Estuary not only a SSSI but a Special area for Conservation (SAC) and a Special Protection Area (SPA). Some Board maintained watercourses are also Water Framework Directive waterbodies as designated by the Environment Agency.

Figure 1-1: Drainage Board Area



Importance of Conserving Biodiversity

Biodiversity is a valuable resource and produces a range of benefits

Provision of ecosystem services - benefits that contribute to making human life both possible and worth living; water, clean air, nutrients, pollination

Provisioning services - food, medicine, raw materials, genetic diversity

Cultural services - Improved health and wellbeing

Regulating services - climate, hazard, noise, pollination, clean air, water quality and soil

Economic benefits of added value through local economic activity



Aims of Goole & Airmyn Internal Drainage Board Biodiversity Action Plan

- To ensure habitat and species action targets from the UK BAP and Local Authority BAP are translated into effective action within the District
- Identify targets for other habitats and species of local importance within the District
- Raise awareness within the Board and locally, the need for biodiversity conservation as part of water level management
- Ensure that opportunities for conservation and enhancement of biodiversity are considered throughout all Board operations
- Monitor and report on progress in biodiversity conservation

IDB BAP process

Objectives, Targets and Indicators

The Board has agreed Habitat and Species Action Plans over which it has control and conservation objectives expressing the Board's aims for benefitting that particular habitat or species. The targets focus Board programmes of action and identify outcomes that can be measured and monitored.

Habitat Action Plan

UK Broad Habitat - Standing Open Waters and Canals

Eutrophic Standing Water

Physical and chemical status

Eutrophic standing waters are highly productive because plant nutrients are plentiful, either naturally or as a result of artificial enrichment. These water bodies are characterised by having dense, long-term populations of algae in mid-summer, often making the water green. Their beds are covered by dark anaerobic mud, rich in organic matter. Many lowland water bodies in the UK are now heavily polluted, with high nutrient concentrations. Eutrophic waters are most typical of hard water areas of the lowlands of southern and eastern Britain.

Biological status

In their natural state, eutrophic waters have high biodiversity. Planktonic algae and zooplankton are abundant in the water column, submerged vegetation is diverse and numerous species of invertebrate and fish are present. Plant assemblages differ according to geographical area and nutrient concentration but fennel-leaved pondweed *Potamogeton pectinatus* and spiked water-milfoil *Myriophyllum spicatum* are characteristic throughout the UK. Common floating-leaved plants include yellow water lily *Nuphar lutea* and there is often a marginal fringe of reedswamp, which is an important component of the aquatic ecosystems.

Bottom-dwelling invertebrates such as snails, dragonflies and water beetles are abundant and calcareous sites may support large populations of the native freshwater crayfish *Austropotamobius pallipes*. Coarse fish such as roach *Rutilus rutilus*, tench *Tinca tinca* and pike *Esox lucius* are typical of eutrophic standing waters, but salmonids also occur naturally in some. Amphibians, including the protected great crested newt *Triturus cristatus*, are often present and the abundance of food can support internationally important bird populations.

In water bodies which are heavily enriched as a result of human activity, biodiversity is depressed because planktonic and filamentous algae (blanket-weed) increase rapidly at the expense of other aquatic organisms. Sensitive organisms, such as many of the pondweed *Potamogeton* and stonewort *Chara* species, then disappear and water bodies may reach a relatively stable but biologically impoverished state.

Eutrophic Standing Waters are a preferred habitat of European Eel (*Anguilla anguilla*).

Targets and Actions

Goole & Airmyn Internal Drainage Board has agreed two targets for the Habitat Action Plan for Eutrophic Standing Waters. These are:

1. Maintain and enhance the existing habitat and species diversity of watercourses within the Drainage District and
2. Record stands of Invasive Non-Native Species on Board maintained watercourses.

Actions: to achieve Target 1 the Board actions are:

- o Ensure the appropriate management of the Goole & Airmyn IDB maintained watercourses through an Integrated Biodiversity Action Plan and Maintenance Regime by following best practice guidance according to channel prioritization
- o Monitor known non-native invasive plant and animal species on and/or adjacent to Board maintained watercourses.

To achieve Target 2 the Board action is:

- o Record and monitor non-native invasive plant and animal species on and/or adjacent to IDB watercourses, report to GB Non-Native Species Secretariat.

Indicators and Reporting

For IDB actions in connection with Target 1 the indicators of delivery will be production of the integrated Plan and its implementation that incorporates environmental best practice into its maintenance activity together with the length of channel surveyed. Reporting will be annual.



Indicators of delivery in connection with Target 2 will be the metered length of watercourses assessed and necessary reports to the GB Non-Native Species Secretariat. Reporting will be delivered annually to the Board.

Species Action Plans

Water Vole

Water Vole (*Arvicola terrestris*) is a protected species under Section 9, Schedule 5 of the Wildlife & Countryside Act 1981 (as amended) and for which UK BAP Species Action Plan was produced as part of the UK BAP. Between years 1989-1998 there was an 88% decline in individuals in the UK, it is also vulnerable to the impacts of Invasive Non-Native Species, mainly Mink through predation. The animal itself is protected and also its places of shelter or protection, which reflects that significant decline.

Targets and Actions

The Board has agreed three targets which will be delivered by six actions. The targets are:

1. Maintain and enhance suitable habitat for water vole within Board maintained drains

Actions:

- o ensure appropriate habitat management of IDB watercourses with known water vole populations;
 - o review maintenance regimes and identify watercourses where mowing and weed cutting regime can be altered to enhance and increase water vole habitat in accordance with board drain maintenance priority
 - o provide training to IDB contractors on legislation pertaining to water vole and habitat.
2. Ensure all Board works comply with relevant legislation protecting Water Vole and its habitat

Actions:

- o ensure water vole surveys are conducted prior to any bank improvement, drainage or other engineering works
3. Monitor populations of water vole within the drainage district.

Actions:

- o Submit all water vole records to East Riding ecological records centre
- o undertake monitoring of all key water vole colonies

Indicators and reporting

The first Board Target action will be shown delivered by three indicators of:

- o Metered length of watercourse managed and maintained watercourse
- o Length of enhanced board maintained watercourse
- o Provision of training to contractors
- o Reporting will be ongoing through the life of the plan

The second Board Target action will be shown delivered by indicators of:

- o The number of records collated
- o Reporting will be from 2016 onward

The third Board Target action will be shown delivered by:

- o Number of records submitted to Ecological Records Centre
- o The length (m) of watercourse surveyed

Reporting will be delivered annually.



Barn Owl

The UK BAP does not identify Barn Owl (*Tyto alba*) as a species requiring an action plan however much of the Board's district is situated within farmland to which Barn Owl is synonymous and the Board's District includes open farmland and pockets of woodland, all good hunting ground for owl.

Targets and Actions

The Board agree one target, to monitor Barn Owl numbers within the drainage district. This will be delivered by three actions.

Actions:

- erect a Barn owl box on or around IDB pumping stations adjacent to the River Aire
- submit all Barn Owl records from the drainage district to East Riding Ecological Records Centre.
- Monitor the use of Barn owl boxes erected within the district

Indicators and Reporting

The first Board action will be shown delivered by indicators of:

- Number of barn owl boxes erected

The second Board action will be shown delivered by indicators of:

- Number of records submitted

The third Board action will be shown delivered by indicators of:

- Percentage of boxes monitored

Reporting on these actions will be throughout the term of this BAP.



12. APPENDIX D: Annual Governance and Accounting Statements

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:

GOOLE AND AIRMAN 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:

GOOLE AND AIRMYN INTERNAL DRAINAGE BOARD

RESTATE

	Year ending		Notes and guidance				
	31 March 2015 £	31 March 2016 £					
1. Balances brought forward	149241	175436	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	190381	198977	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	195401	117314	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	11126	12677	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	7374	7374	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	341087	338012	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	175436	133664	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	136312	161667	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	1226000	1771682	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	83466	79807	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td></td> </tr> </table>		Yes	No			The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						

I certify that for the year ended 31 March 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 09/06/2016

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



Shire Group of IDBs

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