



# Goole & Airmyn

Internal Drainage Board

The Courtyard  
Goole  
DN14 6AE

## Meeting *Papers*

Wednesday, 23 May 2018

5:00pm



# Shire

Group of IDBs

Epsom House  
Malton Way  
Adwick le Street  
Doncaster DN6 7FE

T: 01302 337798

[info@shiregroup-idbs.gov.uk](mailto:info@shiregroup-idbs.gov.uk)  
[www.shiregroup-idbs.gov.uk](http://www.shiregroup-idbs.gov.uk)

## Meeting Papers

### Prepared by:

Ian Benn - PG Dip H&S and Env Law, Dip. NEBOSH - Clerk

Craig Benson - BA Business Studies -Finance Officer

David Blake - BSc (Hons) Accounting -Finance Officer

Alison Briggs - BSc (Hons) Env. Sc., MSc Env. Mngt., Climate Change –  
Environment Officer and Administrator

Mark Joynes - BSc (Hons) Mathematics – Finance Officer

Janette Parker - Rating Officer

Roger Smith - BSc (Hons) Env. Mngt., HNC Civil Engineering - Engineer

## 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.

## Carbon Footprint



A printed copy of the main text in this document will result in a carbon footprint of 99g if 100% post-consumer recycled paper is used and 126g if primary-source paper is used. These figures assume the report is printed in black and white on A4 paper and in duplex.

JBA is aiming to be a carbon neutral company and the carbon emissions from our activities are offset.

## Agenda

<b>1.</b>	<b>Governance .....</b>	<b>4</b>
1.1	Apologies for Absence.....	4
1.2	Declaration of Interest.....	4
1.3	Minutes of the Meeting held 31 January 2018 .....	4
1.4	Matters arising not discussed elsewhere on Agenda .....	7
1.5	FOI/Complaints.....	7
1.6	Board Key Performance Indicators.....	8
<b>2.</b>	<b>Clerks Report .....</b>	<b>9</b>
2.1	Legislation.....	9
2.2	Policy .....	9
2.3	Guidance .....	9
2.4	Humber Flood Risk Management.....	9
2.5	Association of Drainage Authorities.....	9
<b>3.</b>	<b>Financial Report.....</b>	<b>10</b>
3.1	Rating Report.....	10
3.2	List of Payments .....	11
3.3	Audit.....	12
3.4	Accounts for the Year Ended 31 March 2018. ....	12
3.5	Expenditure Budget Comparison for the Ending 31 March 2018.....	13
3.6	Annual Return Section 2 – Financial Statements.....	13
3.7	Five Year Budget Estimate .....	14
<b>4.</b>	<b>Engineer’s Report.....</b>	<b>15</b>
4.1	Asset Management.....	15
4.2	Maintenance .....	18
4.3	Planning, pre-application advice and consents .....	18
<b>5.</b>	<b>Environmental Report .....</b>	<b>19</b>
5.1	Legislation.....	19
5.2	Policy .....	20
<b>6.</b>	<b>Health and Safety Report .....</b>	<b>22</b>
6.1	Contractor Management.....	22
<b>7.</b>	<b>Representation.....</b>	<b>22</b>
<b>8.</b>	<b>Date of Next Meeting .....</b>	<b>22</b>
<b>9.</b>	<b>APPENDIX A: GDPR Policy .....</b>	<b>23</b>
<b>10.</b>	<b>APPENDIX B: Policy Statement .....</b>	<b>26</b>
<b>11.</b>	<b>APPENDIX C: Sections of the Annual Return.....</b>	<b>33</b>

# 1. Governance

## Recommendation:

- Note the information contained in this report

## 1.1 Apologies for Absence

## 1.2 Declaration of Interest

## 1.3 Minutes of the Meeting held 31 January 2018

Member	11.2. 16	24.3. 16	23.6. 16	1.09. 16	1.11. 16	8.02. 17	16.6. 17	14.11. 17	31.01. 18	
Mrs Rosemary J Webster (Chair)	✓	✓	✓	✓	✓	x	✓	✓	✓	
Mr John Richard Fawbert	✓	✓	A	A	✓	x	-	✓	A	
Mr G W Martinson	✓	-	-	-	-	-	-	-	-	
5 vacancies										
<b>East Riding of Yorkshire</b>										
Mrs Rita Brough	✓	✓	✓	✓	✓	x	✓	✓	✓	
Cllr Malcolm Boatman	✓	✓	✓	✓	✓	x	A	✓	✓	
Cllr Keith Moore (V Chair)	✓	✓	✓	✓	✓	A	✓	✓	✓	
Cllr Brent Huntington	A	A	✓	✓	✓	x	✓	✓	✓	
Cllr Josie Head	A	✓	✓	✓	✓	x	A	-	A	
Mick Head (ER)	✓	✓	-	✓	A	A		-	-	R
3 vacancies										

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

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

Cl.  
FO  
Eng.  
EO

## GOVERNANCE.

**2018.1** Apologies for absence – Richard Fawbert

**2018.2** Declaration of Interest - none

**2018.3** Minutes of Meeting 14 Nov 2017 – **BH proposed true copy for signature by Chairman, RB seconded, all in agreement**

**2018.4** Matters arising not discussed elsewhere on Agenda - Clerk noted MH had not attended last three meetings and apologies had not been received. To maintain full representation at all times, Board could consider reconstitution to ensure correct representative balance. Members discussed what Land Drainage Act said regarding non-attendance. **Chair proposed Management write to landowner and local authority non-attendees advising Board**

**considered resignations should be regarded as tendered, seconded KM, all in agreement.**

**ACTION: Write to ERYC and elected Member**

**2018.5** Complaints - none

**2018.6** KPI – Members noted WFD compliance had been removed as a KPI, the Board having no ability to influence this.

## CLERKS REPORT

**2018.7** Clerk advised report for information, reminding of Member Training session at end of meeting on Declarations of Interest.

**2018.8** Abstraction legislation – Noted will involve additional costs for some Boards who abstract water into systems for subsequent ratepayer abstraction.

**2018.9** Guidance documents – Documents from Defra and Environment Agency are available on the website. Clerk expanded on EA de-mainment process and asset transfer to willing partners.

**2018.10** Humber FRMS Comprehensive Review – relevant update is on the website under News section. BH queried whether modelling had been undertaken around Spurn Point. Advised erosion had been modelled but every new event must be input to model for calibration purposes.

**2018.11** ADA Conference – Clerk advised James Bevan came across well and able to answer all questions without resorting to advice from elsewhere.

**2018.12** ADA Northern – Clerk had circulated his notes on the meeting. Minister Therese Coffey is very keen on IDB Governance. This Board has its house in order. Ian Russell who developed PSCAs advised a PSCA was to be used for works only and not for services. Clerk is taking up with Ian Russell. Members advised its support from Danvm MEICA team may need to be reviewed as currently under a PSCA. Will be done for fixed fee.

## FINANCIAL REPORT

**2018.13** Rating Report – Balance £3.79 remains outstanding.

**2018.14** List of Payments - Members considered List of all Payments noting total of £58, 575.80 of which £2,841.62 had been sanctioned by Clerk only. **KM proposed List of Payments approved, MB seconded, all in agreement**

**2018.15** Audit - Internal Audit – Risk Register. Recommendation was Members review and approve the Risk Register at Appendix A. **Proposed Risk Register approved by RB, seconded Chair, agreed by all.**

**2018.16** Audit - Internal Audit Review Meeting – Members noted the Minutes of that Meeting, discussions highlighted ease of review if new risks were highlighted different colour.

**2018.17** Rates, Estimates and Special Levies 31 March 2019 – The FO had prepared a budget for consideration based on Board's estimated expenditure. No rate increase had been recommended, the rate remained at 4.8p in £. Members noted from Engineer's report, next on Agenda that Board pump station assets due for possible refurbishment works within next decade; asset management inspections will better inform the position. Members also aware Engineers report advised due to large development changes in district over last 25 years that modelling district may be advisable to understand pluvial, fluvial and surface water implications within District. Advised cost of modelling not included within budget presented, comparable Board modelling cost suggests may be in the region of £50,000-£60,000. Contribution from Local Levy may be available and would require investigation. BH queried use of ERYC model, however that model has not gone into level of detail required for Board. BH advised Asset survey may reveal previous unknowns and impact on future cost of works. Members noted increase of 0.2p proposed year 6 with subsequent £0.5p increase year 7 and £0.25p thereafter. Members felt increasing rate by small amount at a time may be most appropriate way of budgeting. Clerk advised 2% increase year on year in line with local authorities may be more suitable, this would be approximately 0.1p increase on rate and collect additional £5,000 to Board. **MB proposed 4.9p in £, RB seconded, all in agreement**

**2018.18** 5-year budget estimate – Members noted new rate would smooth out impact of increasing rate between year 6 and 7. Member queried monies outstanding to Public Works Loans Board (PWLB) and ability for early repayment. Noted Public Works Loans Board did not facilitate early repayment, interest until end of term would still be payable.

**2018.19** FO noted at previous meeting members had requested more information on how EA precept was calculated. Presentation showed all main rivers and location of all IDBs. 18 IDBs in Yorkshire Region who pay to RFCC. Precept for Yorkshire is expended within Yorkshire region. Majority spend is on Grant in Aid work followed by Maintenance Work. Noted different level of precept paid by different IDBs. FO believed originally precept was based on annual value, amount of main river within District and priority of those rivers however true reasoning appears to be lost in mist of time.

## ENGINEER'S REPORT

**2018.20** Engineer advised his report was for information only with some updates.

**2018.21** Asset Management – Board had agreed at previous meetings to Engineer undertaking fact finding on Board Assets. Eng. advised on works done to date through presentation. Map linked to word document containing information specific to that pump station site, including weedscreen, telemetry information and some historic information relating to past expenditure. Building portfolio of money already spent at the station. Map linked to photographs of general condition of watercourse, gantry condition, pump panels. Clerk advised specification produced for detailed asset inspection amounting to approximately 10 pages. Cost of inspection per station likely in region of £10,000, Board will require a programme in place for those inspections. Hoped such detailed asset inspection work may save the Board considerable monies in future.

**2018.22** Pumping Stations – Members considered whether the Board thought it appropriate to procure a hydraulic model of the District to better inform drainage requirements by the time its pump stations required refurbishment. Eng. advised modelling may inform where pumped catchments can be combined. One Board pump station current catchment is only 350 hectares, making it an expensive site. It is prudent of Board to consider where efficiencies can be made. Process to securing a hydraulic model would require production of a specification to get idea of potential cost then approach to see if any Local Levy contribution would be available. Important to look at this in sufficient time before any pump station refurbishment required. Model will produce scenarios applied to a saturated catchment with particular rainfall events and produce output. One scenario could model a blocked outfall and the effect of that with a 1:100 event. BH advised the importance of a hydraulic model which would facilitate informed decision making for the Board moving forward. **RB proposed Board instruct Engineer to investigate cost of producing specification and report to Chair, KM seconded, all in agreement.**

**2018.23** Section 23, Land Drainage Act 1991 breach – Members advised Board Member had drawn attention to culverting activity on Anderson Road Drain. Time was taken to ascertain the site owner/occupier and site visits undertaken to ascertain the level of work done and what may be required. Site is that to rear of old Gas Board works. Drain has been culverted with 600mm diameter culvert and land claimed above. Engineer has raised several queries and evidence of work done with Wilcox Construction.

## ENVIRONMENTAL REPORT

**2018.24** Environment Officer advised report for information only.

**2018.25** Northern Forest – agreed exciting future. MB advised on work being done locally on tree planting involving local community. Clerk advised Salford Council had undertaken work within urban areas, seen how much water trees bring from ground. Results had been so dramatic an extensive tree planting scheme had been put in place. Env. Officer reported on value of trees in urban areas which can suffer from the heat island effect. Evapotranspiration from trees helps cool air in releasing that ground water to atmosphere.

## Health & Safety Report

**2018.26** Members noted Report for information only.

## Representation

**2018.27** Members noted the fora at which the Board had been represented.



**Date of Next Meeting**

**2018.28** 23 May 2018 and 13 November 2018 commencing 17.00 at The Courtyard, Goole, DN14 6AE. Considered an additional meeting for training of Board members.

**1.4 Matters arising not discussed elsewhere on Agenda**

**Minute 2018.4** Letters were sent to elected Member and ERYC as Charging Authority of nominated members appointed to the Board on 6<sup>th</sup> February 2018. No response has been received from the elected Member who is now considered to have resigned. Charging Authority has confirmed the de-selection of its appointee to the Board.

**1.5 FOI/Complaints**

None received.



## 1.6 Board Key Performance Indicators

The table presents a reasonable assessment of Board status. Water Framework Directive has been removed as an indicator as outside Board control. Environmental Partnership Working is considered very good through work being done with Friends of Oakhill.

Goole & Airmyn IDB Key Performance Indicators		Inadequate	Work to be done	Adquate	Good	Very good
Management of the Board	Compliance with internal audit requirements					
	Governance					
	Health & safety					
	Partnership working					
	OVERALL					
Reduction of water logging and flood risk to assets	Asset management					
	Flood Risk management					
	Flooding - learning					
	OVERALL					
Environment	Biodiversity Action Plan					
	Partnership working					
	OVERALL					
Financial	Financial statements					
	Drainage rate collection					
	OVERALL					



## 2. Clerks Report

### **Recommendation:**

- Note information contained in the report
- Adoption of GDPR Policy (Item 2.1.1)
- Adoption of Policy Statement (Item 2.1.2)

### 2.1 Legislation

#### 2.1.1 General Data Protection Regulation Policy

GDPR come into force on 25<sup>th</sup> May. IDBs are required to have in place Policies covering their role as both Controller and Processor of personal information. The fines capable of being imposed by the Information Commissioners Office for non-compliance and/or breach are extreme. See appendix A for proposed policy.

#### 2.1.2 IDB Policy Statement on Water Level and Flood Risk Management

ADA & Defra have produced a new model for the IDB Policy Statement, see Appendix B for the proposed policy for approval by the Board.

### 2.2 Policy

Nothing to report.

### 2.3 Guidance

#### 2.3.1 Defra

#### 2.3.2 Environment Agency

### 2.4 Humber Flood Risk Management

#### 2.4.1 Humber Flood Risk Management Strategy

##### **Humber Strategy Comprehensive Review**

Several workshops have been held to consider the long list of options for the Strategy and reduce to a short one. Each option was assessed using a Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis considering Environmental, Social, Economic and Funding factors. Options considering covered from business as usual with schemes around the populated areas where expense can be justified to living with water in different ways to current as well as ambitious estuary-wide solutions where the highest tides are kept out of the estuary (barriers).

Results of the analysis work will be reviewed by the Agency and its Consultants to produce the short list of options

### 2.5 Association of Drainage Authorities



### 3. Financial Report

#### Recommendations:

- To note the information contained in this report
- To approve Section 1 of the Annual Return
- To approve the Accounts for the year ended 31 March 2018
- To approve 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 31<sup>st</sup> March 2018: -

	£	£
Balance Brought forward at 1 April 2017		NIL
<b>2017/2018 Drainage Rates and Special Levies</b>		
Drainage Rates – District 1	192.19	
Drainage Rates – District 2	5,179.92	5,372.11
Special Levies – East Riding of Yorkshire Council	247,919.00	247,919.00
<b>Total Drainage Rates Due</b>		<b><u>253,291.11</u></b>
<b>Less Paid: -</b>		
Drainage Rates – District 1	192.19	
Drainage Rates – District 2	5,224.71	5,416.90
Special Levies – East Riding of Yorkshire Council	247,919.00	247,919.00
<b>Total Drainage Rates Paid</b>		<b><u>253,335.90</u></b>
<b>Paid Refund</b>		<b><u>48.58</u></b>
<b>Balance Outstanding as at 31<sup>st</sup> March 2018</b>		<b><u>3.79</u></b>

## 3.2 List of Payments

### 3.2.1 List of Cheques

DATE		CHEQUE	REF	PAYEE	DESCRIPTION	TOTAL	
		NO.				CHEQUE	
2018						£	
Jan	4th	104507	83	JBA Consulting	Management Fees - November 2017	3,240.00	
	16th	104508	87	F Peart & Company	Grease	573.70	*
	31st	104509	88	ADA	Annual Subscription	1,743.60	
		104510	89-90	Danvm Drainage Commissioners	Workforce Costs - Nov & Dec 2017	2,145.42	
		104511	91	JBA Consulting	Management Fees - December 2017	3,562.26	
		104512	86	Sweeting Brothers Ltd	Maintenance	8,471.26	
Feb	8th	104513	-	James Cowling	Rates	648.62	*
Mar	1st	104514	100	Danvm Drainage Commissioners	Workforce Costs - January 2018	662.44	
		104515	102	JBA Consulting	Management Fees - January 2018	3,240.00	
		104516	97	The Courtyard	Meeting Expenses	85.00	
	23rd	104517	105-6	Danvm Drainage Commissioners	Workforce Costs (Feb 2018), etc.	492.22	
		104518	107-9	JBA Consulting	Fee Accounts: -		
					Specialist Service - Additional Meeting	1,544.64	
					Management Fees - February 2018	3,240.00	
					Asset Survey	2,520.00	
Apr	12th	104519	112-3,117	Danvm Drainage Commissioners	Workforce Costs (Mar 2018), Pulsar Unit, etc.	3,479.02	
		104520	1	JBA Consulting	Management Fees - Mar 2018	3,356.64	
		104521	115	Sweeting Brothers Ltd	Maintenance	1,542.00	
				<b>Total Amount of all Cheques</b>		<b>40,546.82</b>	
					<b>*Total Amount of Cheques sent out signed by the Clerk's</b>	<b>1,222.32</b>	

### 3.2.2 Other Payments

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					<b>CHEQUE</b>	
<b>2018</b>					<b>£</b>	
Jan	10th	92	O2	Mobile Telephone	11.86	*
	12th	96	Vodafone	Telemetry Lines	45.24	*
	18th	-	HSBC	Bank Fees	11.90	*
Feb	9th	110	O2	Mobile Telephone	11.86	*
	13th	101	Vodafone	Telemetry Lines	90.48	*
	18th	-	HSBC	Bank Fees	9.20	*
	20th	98	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	237.56	*
				Supply to Potter Grange PS	1,509.95	*
				Supply to Southfield Lane PS	-2,113.18	*
				Supply to Downes Ground PS	250.38	*
				Supply to Hook Clough PS	246.03	*
				Membership Fees	198.49	
Mar	14th	99	O2	Mobile Telephone	11.86	*
		103	Vodafone	Telemetry Lines	29.05	*
	21st	-	HSBC	Bank Fees	8.70	*
Apr	3rd	-	Public Works Loan Board	Loan Repayment	3,687.02	*
	12th	114	Vodafone	Telemetry Lines	37.50	*
	18th	-	HSBC	Bank Fees	8.70	*
	20th	116	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	256.90	*
<b>Total Amount of all Payments</b>					<b>4,549.50</b>	

## 3.3 Audit

### 3.3.1 Internal Audit

The internal audit of the Board's accounts is underway and will be completed before the meeting.

### 3.3.2 Annual Return Section 1 – Annual Governance Statement

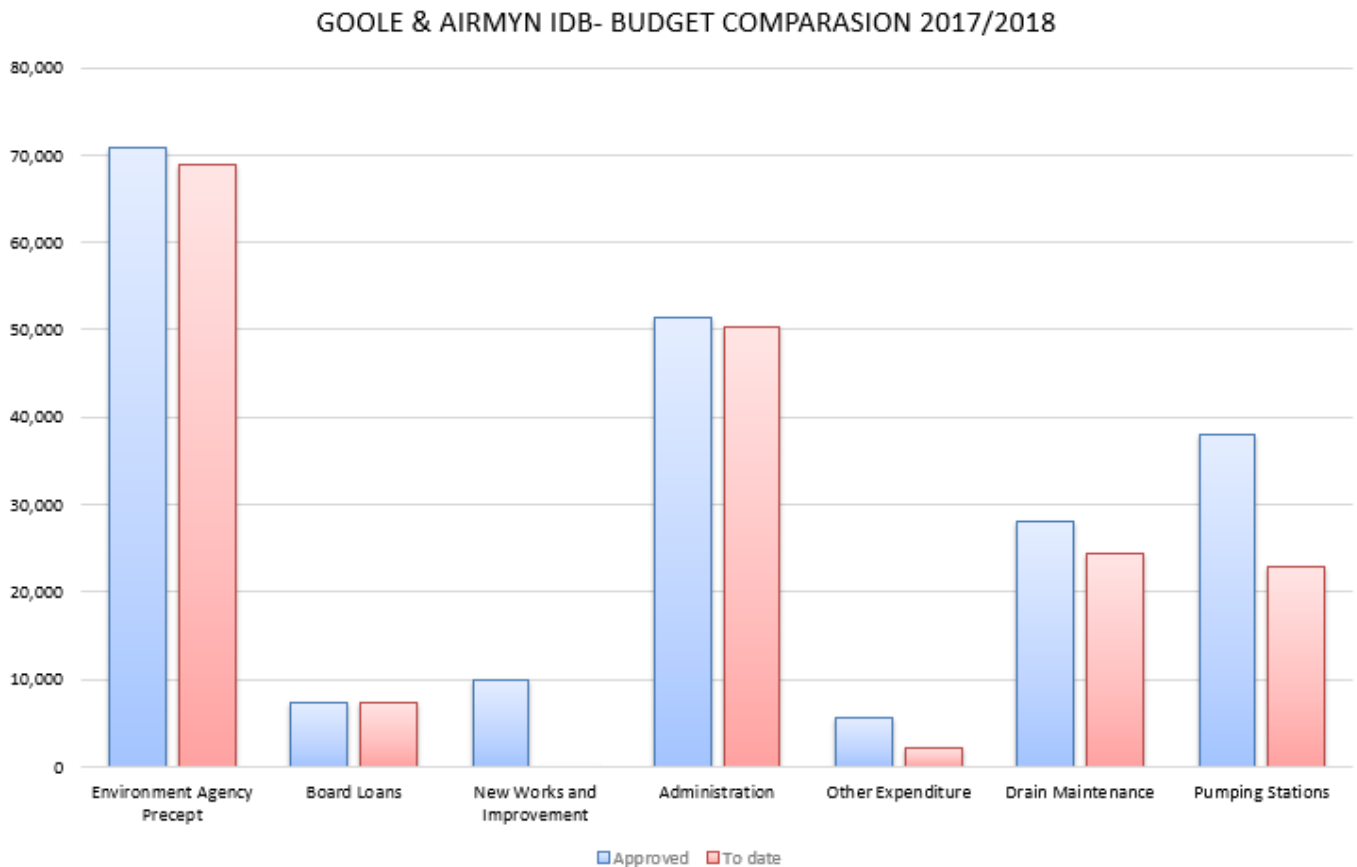
Members are asked to review and approve Section 1 of the Annual Return which can be viewed at Appendix C.

## 3.4 Accounts for the Year Ended 31 March 2018.

The draft accounts for the year ended 31 March 2018 are included as a separate item in your pack.



### 3.5 Expenditure Budget Comparison for the Ending 31 March 2018



### 3.6 Annual Return Section 2 – Financial Statements

Members are asked to review and approve Section 2 of the Annual Return, which can also be viewed at Appendix C.



### 3.7 Five Year Budget Estimate

The five-year budget estimate is shown below.

Goole & Airmyn IDB	0	0	1	2	3	4	5
Revenue Account	2017/18	2018/19	2018/19	2019/20	2020/21	2021/22	2022/23
	Actual	App	Estimated Out-turn				
	Out-turn	Budget					
Income	£	£	£	£	£	£	£
Drainage Rates	5,372	5,492	5,492	5,492	5,492	5,492	5,492
Special Levies	247,919	253,084	253,084	253,084	253,084	253,084	253,084
Highways England Contribution	21,752	20,000	20,000	20,000	20,000	20,000	20,000
Other Income	625	-	-	-	-	-	-
Grant in Aid	-	-	-	-	-	-	-
Bank Interest, consents etc	69	75	80	85	90	95	100
<b>Total Income</b>	<b>275,737</b>	<b>278,651</b>	<b>278,656</b>	<b>278,661</b>	<b>278,666</b>	<b>278,671</b>	<b>278,676</b>
<b>Expenditure</b>							
Flood Defence Levy	68,860	70,926	68,860	73,054	75,245	77,503	79,828
New and Improvement Works	-	15,000	15,000	-	-	-	-
Drain Maintenance	24,389	29,500	29,500	30,385	31,297	32,235	33,203
Other Expenditure	2,099	3,000	3,000	3,090	3,183	3,278	3,377
Pumping Stations	22,942	39,850	39,850	41,046	42,277	43,545	44,852
Administration	47,166	51,858	51,858	53,414	55,016	56,667	58,367
PWLB Loan	7,374	7,374	7,374	7,374	7,374	7,374	7,374
New Loan							
<b>Total Expenditure</b>	<b>172,830</b>	<b>217,508</b>	<b>215,442</b>	<b>208,362</b>	<b>214,391</b>	<b>220,602</b>	<b>226,999</b>
Surplus/(Deficit)	102,907	61,143	63,214	70,299	64,275	58,069	51,677
Balance Brought Forward	37,342	115,710	140,249	126,853	147,152	161,427	169,496
Transfer to Capital Reserve Acc	-	50,000	50,000	50,000	50,000	50,000	40,000
<b>Balance Carried Forward</b>	<b>140,249</b>	<b>126,853</b>	<b>153,463</b>	<b>147,152</b>	<b>161,427</b>	<b>169,496</b>	<b>181,173</b>
<b>Penny Rate in £</b>	<b>4.80p</b>	<b>4.90p</b>	<b>4.90p</b>	<b>4.90p</b>	<b>4.90p</b>	<b>4.90p</b>	<b>4.90p</b>
<b>Penny Rate £52,771</b>	<b>4.80p</b>	<b>4.90p</b>	<b>4.90p</b>	<b>4.90p</b>	<b>4.90p</b>	<b>4.90p</b>	<b>4.90p</b>
<b>Commutated Sum Balance</b>	<b>190,139</b>	<b>193,057</b>	<b>190,139</b>	<b>190,139</b>	<b>190,139</b>	<b>190,139</b>	<b>190,139</b>
<b>Capital Reserve Account</b>	<b>6,632</b>	<b>49,132</b>	<b>49,132</b>	<b>99,132</b>	<b>149,132</b>	<b>191,632</b>	<b>224,132</b>
<b>% of Expenditure</b>	<b>81.15%</b>	<b>58.32%</b>	<b>71.23%</b>	<b>70.62%</b>	<b>75.30%</b>	<b>76.83%</b>	<b>79.81%</b>

	2017/18	2018/19	2018/19	2019/20	2020/21	2021/22	2022/23
Capital Reserve Account	Actual	App	Estimated Out-turn				
	Out-turn	budget					
	£	£		£	£	£	£
<b>Income</b>							
WLM Strategy Grant							
Interest/Other income	-	-	-	-	-	-	-
PWLB Loan							-
FGIA Grant							
PS Scheme Contributions							
Catchment Modelling- Contribution	-	-	-	-	-	-	-
<b>Total Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditure</b>							
Telemetry - Total Catchment	-	-	-	-	-	-	-
Asset Inspections	3,100						
Pumping Station Asset inspection		7,500	7,500			7,500	7,500
New Loan - Capital	-	-	-	-	-	-	-
Pumping Station Refurbishment	-	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>3,100</b>	<b>7,500</b>	<b>7,500</b>	<b>-</b>	<b>-</b>	<b>7,500</b>	<b>7,500</b>
Surplus/(Deficit)	(3,100)	(7,500)	(7,500)	0	0	(7,500)	(7,500)
Balance Brought Forward	9,732	6,632	6,632	49,132	99,132	149,132	191,632
Transfer from Revenue	-	50,000	50,000	50,000	50,000	50,000	40,000
Transfer from Commuted Sum							
<b>Balance Carried Forward</b>	<b>6,632</b>	<b>49,132</b>	<b>49,132</b>	<b>99,132</b>	<b>149,132</b>	<b>191,632</b>	<b>224,132</b>

## 4. Engineer's Report

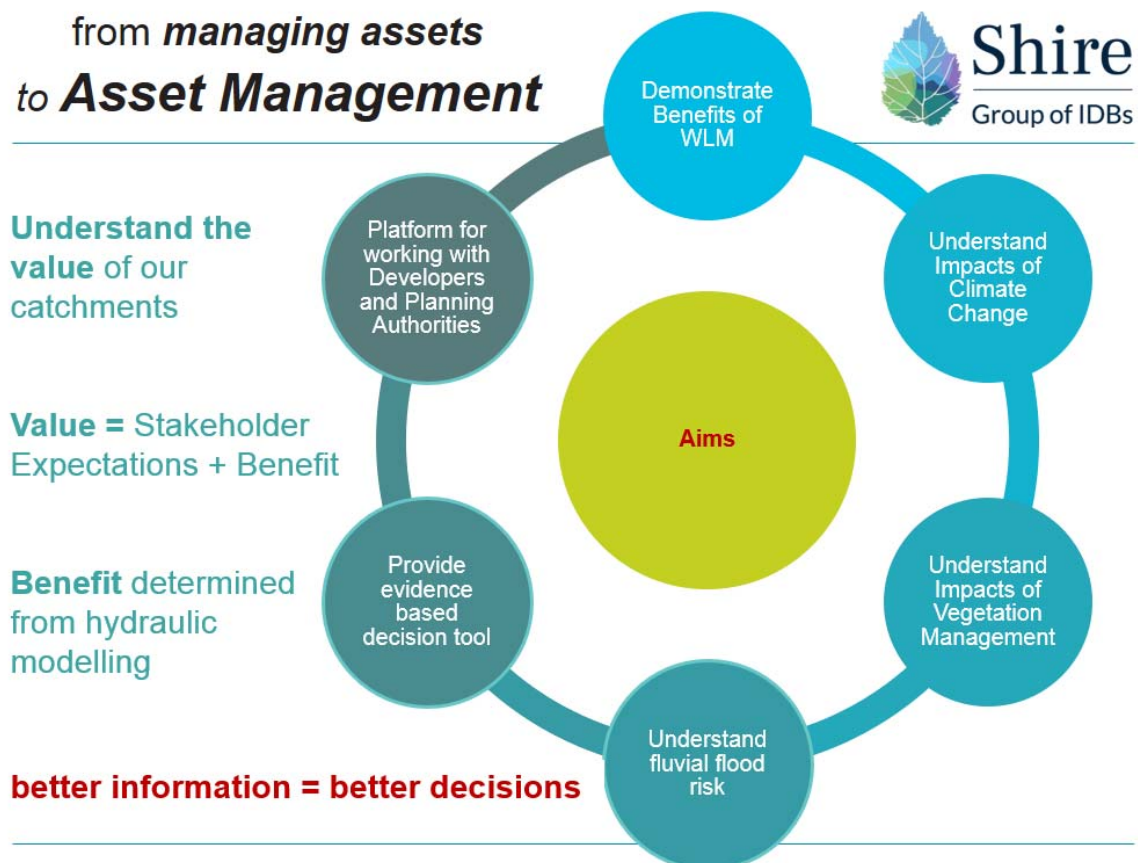
### Recommendations:

- Note the information contained in this report

### 4.1 Asset Management

#### 4.1.1 Hydraulic Modelling

The IDB currently maintains 29km of Ordinary Watercourses within the Drainage Board District of c. 1,840 hectares and wishes to create a better understanding of the value of the maintenance works currently undertaken, to assist with the decision-making process with regard to Water Level Management of the boards assets, as well as exploring other opportunities for maintenance in other areas of the District which may be of benefit.



The outputs from the hydraulic modelling will include:

- Assist with the decision-making process associated with the boards assets.
- Improved understanding of the potential impact of development.
- Flood maps will assist in evidenced based prioritisation for maintenance.
- Visually demonstrate to Partners the benefit of sustaining IDB operations
- Identify critical locations
- Improved surface water flood risk mapping
- Up to date condition photographs and topographical channel survey data





- Sharing improved evidence information with LLFA, LPA and EA.

The Drainage District is predominately pumped and has the facility discharge surface water via gravity also, and boundary of the boards catchment neighbours Environment Agency main river systems.

The Environment Agency has undertaken modelling on the following Main Rivers:

- River Don
- River Ouse
- River Aire

**The IDB Drainage District model is likely to include the following:**

- Topographic survey of 29 km of Ordinary Watercourse
- Site Visits / Inspections
- Client progress meetings / presentations
- LiDAR integration into model
- Hydraulic analysis
- Liaison with EA for downstream boundaries and existing models
- Liaison with IDB for any historic flood information / points of reference
- Liaison with Friends of Oakhill and YWT regarding WLMP.
- Hydraulic model build based upon 1 in 2,10,20,30, 50, 100, 200, 500, 1000 plus Climate Change and Urban Creep
- Sensitivity tests and calibration including roughness (maintained / unmaintained)
- Options testing: Blockage Scenarios, Saturated Catchments, Do Nothing Scenario
- Model report and flood outlines in ArcGIS, and transfer of model to IDB

Should the Board agree, the Shire Group of IDBs will develop the specification for a 3<sup>rd</sup> party procurement agent to undertake the Invitation to Tender and Evaluation. Options for procurement are likely to be with North Lincolnshire Council Procurement or through the Environment Agency Framework.

When considering the funding of hydraulic modelling there maybe an opportunity to Local Levy funding from the Regional Flood & Coastal Committee which has been successful in other IDB areas (Yorkshire and Trent).

It is also important to note that the **information/ evidence** obtained through hydraulic modelling will **help to justify the expenditure** that the Board agrees on maintaining the District in terms of **Cost Benefit** for the rate payer and residents, as well as **aid transparency of decision-making**.



Our high-level **estimate of the Cost** of the modelling to be as follows:

ITEM	ESTIMATED COST / £
Topographical Survey	£25,000
Hydrological Analysis	£3,000
Hydraulic Model	£17,000
Pumping Station Testing	£10,000
Options Testing	£5,000
Report	£5,000
Total	£65,000

#### 4.1.2 Pumping Stations

##### **Southfield Lane Pumping Station:**

The milltronics level sensor had failed, the pumping plant is reliant on this device to function. The MEICA team replaced the siemens unit with a Pulsar unit for the sum of £1,900.00.

##### **New Potter Grange Pumping Station:**

The two sections of the palisade fence panels have been replaced by Messrs Sweeting Brothers.

##### **Mobile Pumping Plant:**

During the rainfall event of 11<sup>th</sup> March 2018, to assist Danvm IDB the board mobile pumping plant was hired utilising the boards PSCA.

Danvm IDB are now in the process of obtaining additional mobile pumping plant, similar to the Hidrostral arrangement Goole and Airmyn IDB purchased.

Using ArcGiS and data from the Environment Agency, we have been able to show the benefit of Board function within its district in terms of households protected through pumped activity:

Catchment	Properties
Central Goole	2054
Docks & Canal	315
Downes Ground	267
Hook Clough	6788
New Potter	1586
Orchard Cottage	24
Riverside	883
<b>TOTAL PROPERTY PROTECTED</b>	<b>11,917</b>

Information from the Environment Agency is correct as of 2014 and does not include any later development within the District.



#### **4.1.3 Telemetry**

Nothing to report.

### **4.2 Maintenance**

#### **4.2.1 Pump station MEICA Support**

The services of Danvm DC continue to be used.

#### **4.2.2 Ordinary Watercourses**

The proposed works for the 2018 / 2019 season has been finalised.

### **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, 8 in total (from 22 Jan 2018 to 1 May 2018).

#### **4.3.2 Land Drainage Act 1991 Section 23 and 66 (20<sup>th</sup> Byelaws) Consents**

Temporary works consent has been granted for water vole mitigation works on Town Drain.

Pre application advice has been provided to Guardian Industries.

#### **4.3.3 LDA 1991, Section 23 breach**

**Supporting documentation has been received from Wilcox Construction.**

## 5. Environmental Report

### Recommendation:

- Note the information contained in this report
- Review and adopt Biosecurity Policy (Item 5.2)

### 5.1 Legislation

#### 5.1.1 Biodiversity Action Plan 2015-2020

At a meeting of the Humber Nature Partnership at which the Board is represented as a Humber Estuary Relevant Authority, Dick Shillaker of the Yorkshire Dragonfly Group gave a talk/presentation.

Yorkshire has 27 resident species of dragonfly (*Odonata*), 24 of which are associated with the Humber Estuary. Of those 24, 21 are found within Friends of Oakhill Brick Pits, 20 of which are also breeding. For the new Board maintained drain running adjacent to the FOO site, which was recorded last year as part of the BAP to contain several species of emergent or floating plants, 18 species are found, 11 of which are also breeding. Tom Pudding flash which emerges on the ground between the Anderson Road drain extension and the new road, 16 species of which there are 10 breeding have been identified. This is the site of the future Siemens train factory.

For Board maintained drain, great care must be taken during future maintenance to ensure this dragonfly breeding site is not unduly disturbed with removal through cutting of only invasive species which hold back water.

Dragonfly and damselfly require unpolluted water, marginal, floating and submerged vegetation to breed successfully with nearby shelter for the young adult following its emergence from nymph stage of its life cycle.

Subsequently a detailed report of aquatic species in the FOO site was made available, noting the importance of the new Board maintained drain into the site. The area contains a species of Little Pond Skater at the most northern end of its range, 78 species of water beetle making it quite exceptional, and includes several species of nationally scarce and near threatened species.

We have subsequently been working with Member of FOO and Natural England to try and raise the profile of this site in terms of its importance both for the local area and nationally particular in terms of the potential negative impact industrial development could have on the site.

#### 5.1.2 Biodiversity Action Plan Water Vole

April 2018, 4,500m of the following drains were surveyed for presence of water vole:

- Towns Drain Upper from west of M62 to A614 No evidence.
- Towns Drain Upper from east of A614 to M62 junction with Hook Drain south and east central, several sightings of water vole escaping into water, multitude of potential burrows, no latrines noted.
- Towns Drain to pump station several burrows, one latrine.
- Hospital Drain no evidence
- Westfield Drain no evidence
- Anderson Road Drain – new cut. Turbidity high during survey. Little growth since late winter. No evidence of water vole.
- New Potter Drain – Good habitat, several burrows however no definitive evidence.

## 5.2 Policy

ADA has advised it considers all IDBs should adopt a Biosecurity Policy which also requires recording on the new IDB1 form. We have produced a policy at no cost to the Board for consideration below.

### **Biosecurity Policy**

#### **1. Document purpose and scope**

This document sets out the Biosecurity Policy of the Goole & Airmyn Internal Drainage Board hereafter referred to as the Board.

#### **2. Policy statement**

The Board will comply with all legislative requirements, statutory and other obligations, following best practice guidelines, relevant to our activities within the sphere of water level management.

The Board acknowledge the significant importance of having a rigorous biosecurity policy whilst undertaking its water level management function. Effective biosecurity measures demonstrate to ratepayers, other authorities, contractors and members of the public that the Board takes its role and responsibilities seriously and care about the environment. This policy will help prevent the spread of Invasive Non-Native Species (INNS), pests and diseases and will, therefore, benefit biodiversity and the wider environment.

#### **3. Aims**

The aim of this policy is to maintain standards of biosecurity on, sites whilst undertaking field operations, thereby helping to keep water bodies, animals, crops, forests, woodlands and other habitats free from disease and to prevent the introduction and spread of disease or INNS. It is accepted that risk from pathogens and INNS is volatile and dynamic and our biosecurity policy, and hence procedures, reflect this fact.

The Board will follow the Department for Environment, Food and Rural Affairs' (Defra) 'Check, Clean, Dry' campaign, and other similar guidance produced by governments of the areas in which it operates, to help reduce and minimise the risk of spreading INNS, pests and diseases.

We will aim for each area in which we work to have in place biosecurity procedures appropriate to the prevailing hazards and consistent with differing levels of risk, for example:

- Working in waterbodies where known INNS species occur (HIGH)
- Working near waterbodies where known INNS species occur at certain times of the year (MEDIUM)
- Working 'in the dry' on sites where there are no known INNS issues (LOW)

The Board will provide instruction, training, resources and support needed to its contractors in order to effectively implement this biosecurity policy.

#### **4. Responsibilities**

The Board is responsible for reviewing and approving the content and implementation of this policy.

All Board Members are required to comply with the policy requirements and share responsibility for performance in implementing the policy in regard to the health, safety and welfare of the environment.

All contractors are required to have read, acknowledge and agree to adhere to this policy.

#### **5. Implementation**

This policy is implemented through the associated biosecurity procedures as documented in the;

None Native Species Secretariat document - Biosecurity for everyone

Specific biosecurity procedures may have to be established to take account of local circumstances, differing land uses, physical constraints, and the prevalence of INNS, pests and disease.

Biosecurity is acknowledged within our risk assessments.

Our biosecurity procedures apply equally to



- Administration staff;
- Sub-consultants;
- Contractors; and
- visitors.

**6. Certification**

By Order of the Goole & Airmyn IDB

Certified by Ian M Benn, Chief Executive Officer

This document is next scheduled for review May 2021.

## 6. Health and Safety Report

### Recommendations:

- To note the information contained in the report

### 6.1 Contractor Management

#### 6.1.1 Accidents and Incidents

Nothing to report.

#### 6.1.2 Lone Worker Arrangements

Nothing to report.

## 7. Representation

Officers represent the Board in several fora:

Environmental	Flood Risk Management	Other
Humberhead Levels executive	Humber Flood Risk Management Steering Group	ADA Northern branch meeting
Humber Estuary Relevant Authorities Group	Comprehensive Review Humber FRMS working group	ADA T&E
Humber Nature Forum		ADA P&F

## 8. Date of Next Meeting

13 November 2018.

## **9. APPENDIX A: GDPR Policy**

### **1. Background**

1.1 General Data Protection Regulation 2018 (GDPR) applies to Controllers and Processors of personal information. A Controller determines the purposes and means of processing personal data. The Processor is responsible for processing personal data on behalf of a Controller.

1.2 GDPR applies to processing undertaken by organisations operating within the European union. As a Controller of personal data even where a processor is involved, the GDPR places obligations on the Board to ensure its contracts with Processors comply with the GDPR.

1.3 Scunthorpe & Gainsborough Water Management Board (the Board) is a Controller of personal information.

1.4 The Shire Group of IDBs Management team (JBA Consulting) is responsible for Processing personal data on behalf of the Board as Controller. The Board has identified that processing is necessary for compliance with a legal obligation to which the controller is subject.

1.5 Personal data means any information relating to an identifiable person who may be directly or indirectly identified by reference to an identifier such as a drainage rate account number, or an identification number.

1.6 GDPR applies to automated personal data and to manual filing systems where personal data is accessible.

1.7 Article 5 of GDPR requires that personal data shall be:

1.7.1 Processed lawfully, fairly and in a transparent manner in relation to individuals

1.7.2 Collected for specified, explicit and legitimate purposes

1.7.3 Adequate, relevant and limited to what is necessary in relation to the purpose for which the data is processed

1.7.4 Accurate and where necessary kept up to date

1.7.5 Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed

1.7.6 Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage

### **2. Lawful basis for processing**

#### **2.1 Personal Data and Drainage Rates**

2.1.1 The Board has reviewed the purposes of processing activities and identified the lawful basis for processing personal data. The Board is a Public Authority delivering a public task. The Board is a public body defined in the Freedom of Information Act 2000 as a body constituted under Section 1 of the Land Drainage Act 1991. The processing of personal data is necessary to perform that task in the public interest and the Board's official function has a clear basis in law as defined by the Land Drainage Act 1991.

2.1.2 The Board has checked the processing is necessary for the relevant purpose and is satisfied there is no other reasonable way to achieve that purpose.

2.1.3 This Policy is intended to evidence documentation of the Board's decision on which the lawful basis applies to help demonstrate GDPR compliance

2.1.4 The Board has included information about the purpose of the processing and the lawful basis for the processing in its privacy notice issued with Drainage Rates.

## 2.2 Personal Data and Board Contractors

2.2.1 The Board has identified the lawful basis for processing personal data and sharing that data with its Contractors as a Public Authority delivering a public task which function has a clear basis in law as defined by the Land Drainage Act 1991.

2.2.2 The Board has checked the processing is necessary for the relevant purpose and is satisfied there is no other reasonable way to achieve that purpose.

2.2.3 This Policy is intended to evidence documentation of the Board's decision on which the lawful basis applies to help demonstrate GDPR compliance.

2.2.4 The Board has included information about the purpose of the processing and the lawful basis for the processing and sharing of personal data in its privacy notice issued with Drainage Rates.

## 2.3 Personal Data and Employees

2.3.1 The Board has reviewed the purposes of processing activities and identified the lawful basis for processing personal data. The Board as an Employer has a legal obligation for processing personal data to comply with Her Majesty Revenue & Customs requirements, Employer and Employee Pension Contributions.

2.3.2 The Board has identified a second lawful basis for processing personal data. The Board is party to a contract of employment and processing personal data is necessary for the performance of an employment contract to which the data subject is party.

## 2.4 Personal Data, Employees and Special Category Data

2.4.1 Special category data is more sensitive and needs more protection.

2.4.2 To lawfully process special category data the Board has identified a lawful basis under Article 6 and a separate condition for processing special category data under Article 9. Under Article 6 the lawful basis is legal obligation, under Article 9 the lawful basis is processing is necessary for the purposes of carrying out obligations and exercising specific rights of the Controller in the field of employment and for the purposes of preventative or occupational medicine for the assessment of the working capacity of the data subject

## 3. Data subject rights under GDPR

3.1 Right to be informed - The Board complies with its obligation to provide fair processing information through its privacy notice.

3.2 Right of access – The Board must provide a copy of subject data access request, without delay and within one month of request receipt. The Board notes GDPR includes a best practice recommendation that where possible, organisations should be able to provide remote access to a secure self-service system which would provide the individual with direct access to his or her information. The Board does not consider this appropriate associated with cost to the public purse of such a system for a small public body.

3.3 Right to rectification – the Board acknowledges a data subject right to rectification of data if it is inaccurate or incomplete

3.4 Right to erasure – the Board acknowledges the right to erasure where the personal data is no longer necessary in relation to the purpose for which it was originally collected however that request for erasure will be refused if continued compliance with legal obligation for the performance of a public interest task.



#### **4. Evidencing GDPR compliance**

4.1 The Board has produced and issued a Privacy Notice which accompanies issue of annual Drainage Rates. A copy of the Privacy Notice is available on the Board website at: [www.shiregroup-idbs.gov.uk](http://www.shiregroup-idbs.gov.uk)

4.2 With regards to the Boards employees, we will inform our employees;

4.2.1 why data protection is important

4.2.2 what personal data is

4.2.3 The consequences of non-compliance

4.2.4 The right to have data deleted

4.3 We will report any personal data breach to the regulator (within 72 hours of discovery) if risk-such as discrimination, damage to reputation, financial loss- to employees is a likely consequence. We would consider data breaches of personal data in these instances to be specifically medical records or personal Bank Details.

4.4 We will seek to ensure that all personal data no longer required by the Board (i.e. evidence of verbal or written warnings when outside of their retention date) are expunged/deleted.

#### **5. Evidencing GDPR accountability and governance**

5.1 Accountability and governance complements GDPR's transparency requirements. The Board considers it has put in place comprehensive, proportionate governance measures that minimise the risk of breaches and uphold the protection of personal data.

5.1.1 The Board implements appropriate technical and organisational measures through internal audits of processing activities and reviews of internal HR policies.

5.1.2 It maintains relevant documents on processing activities

5.1.3 It has appointed a Data Protection officer

5.1.4 It has implemented measures meeting the principles of data protection by design and default through data minimisation, transparency and monitors processing.

#### **6. Certification**

By Order of the Scunthorpe & Gainsborough WMB

Certified by Ian M Benn, Chief Executive Officer

This document is next scheduled for review May 2021.

## 10. APPENDIX B: Policy Statement

### Policy Statement on Water Level and Flood Risk Management

#### 1. Introduction

##### Purpose

1.1. This policy statement has been prepared by the XXXXX Internal Drainage Board (the Board) to provide a public statement of the Board's approach to its management of water levels and flood risk within the XXXXX Internal Drainage District (the District). The Board is constituted by order of Parliament operating under the terms of the Land Drainage Act 1991 and is designated as a flood risk and coastal erosion 'Risk Management Authority' (RMA) under the Flood & Water Management Act 2010.

1.2. The Board serves the local community by managing water levels in ordinary watercourses and other water infrastructure within the District to mitigate against the risks from flooding and drought. In delivering its functions the Board will meet its environmental obligations and commitments and seek opportunities to enhance the environment. The Board recognises its responsibility for good governance, local accountability and financial security, achieving value for money from all its activities. As an independent public body the Board is committed to the pursuit of economy, efficiency and effectiveness.

1.3. [Add as appropriate] It should be noted that although this document refers to 'flood and coastal erosion risk management' (FCERM) the District is not affected by coastal erosion or tidal flooding.

##### Background

1.4. The Department for Environment, Food and Rural Affairs (Defra) has policy responsibility for flood and coastal erosion risk management in England. The Environment Agency is responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion. Lead Local Flood Authorities (unitary authorities or county councils) are responsible for developing, maintaining and applying a strategy for local flood risk management in their areas. Delivery is the responsibility of a number of flood risk and coastal erosion 'Risk Management Authorities' (RMA), which includes the XXXXX IDB.

1.5. This Policy Statement sets out the Board's approach to meeting the national policy aims and objectives in this area, as stated in the *National flood and coastal erosion risk management strategy for England 2011* (the National Strategy); the statement will be revised to reflect future revisions of the National Strategy. It summarises what plans the Board has in place to manage water levels and reduce flood risk, whilst protecting and enhancing the environment, and ensuring good governance and local accountability. Copies of this Policy Statement are available from the Board's office at: XXXXX. Digital copies can be downloaded from the Board's website.

#### 2. Governance and local accountability

2.1. The Board will ensure that its policies and procedures enable effective representation of and accountability to drainage rate payers and the occupiers of non-agricultural land within the District, including triennial elections in line with the requirements of the Land Drainage Act 1991, and timely engagement with charging authorities to fill vacancies in seats allocated to appointed members.

2.2. Board members must take decisions objectively in the best interests of the Board and uphold the ethical standards expected of public officeholders. Board members must adhere to the Board's Members Code of Conduct, including the seven principles of public life (Nolan Principles). The Board will make sure that there is suitable training in place for board members and staff, including on financial and environmental matters as appropriate.

2.3. Board members must declare financial and other interests relevant to their function with the Board. Board members will recuse themselves as appropriate where conflicts of interest may occur in relation to procurement, contract management and decision making.

### **3. Delivering the National Strategy's policy aim and objectives**

#### **Aim**

3.1. The overall aim of the National Strategy is to ensure the risk of flooding and coastal erosion is properly managed by using the full range of options in a co-ordinated way. The Strategy states that communities, individuals, voluntary groups and private and public sector organisations will work together to manage the risk to people and their property; facilitate decision-making and action at the appropriate level; and achieve environmental, social and economic benefits, consistent with the principles of sustainable development.

#### **Objectives**

3.2. The Strategy sets out five objectives in pursuance of the overall aim as follows:

- understand the risks of flooding and coastal erosion, working together to put in place long-term sustainable plans to manage these risks and making sure that other plans take account of them;
- avoid inappropriate development in areas of flood and coastal erosion risk and being careful to manage land elsewhere to avoid increasing risks;
- build, maintain and improve flood and coastal erosion management infrastructure and systems to reduce the likelihood of harm to people and damage to the economy, environment and society as well as achieving wider environmental benefits;
- increase public awareness of the risk that remains and engaging with people at risk to encourage them to take action to manage the risks that they face and to make their property more resilient; and
- improving the detection, forecasting and issue of warnings of flooding, co-ordinating a rapid response to flood emergencies and promoting faster recovery from flooding.

3.3. The Board supports the national aim and objectives for the management of flood risk and water levels and the Board's policy and approach will be consistent with them.

### **4. Flood risk and water level management in the Board's District**

4.1. The District has been determined to derive benefit, or avoid danger, as a result of drainage operations. As such the whole of the District is at some risk from flooding, but that risk is managed wherever it is practically, environmentally and financially viable<sup>1</sup>.

---

<sup>1</sup> It should be noted that the Land Drainage Act 1991 provides the Board with statutory powers to carry out works of maintenance and improvement for land drainage and flood defence purposes, rather than imposing a duty on the Board to carry out such works.

4.2. The Board makes decisions regarding flood risk within the District taking into account the following:

- assets in place considering design standard and life;
- Environment Agency and Lead Local Flood Authority flood risk strategies, plans and maps; and
- other information such as the history of flooding and land use impacts.

4.3. The following outlines the key details of the District:

- Total area of the drainage district: xx ha
- Catchment area draining to and including the District: xx ha
- Area of agricultural land: xx ha
- Area of other (non-agricultural) land: xx ha

[List above can include summary of other land: e.g. residential and commercial property, amenity land, major road and rail infrastructure, other highways, area of designated environmental sites etc.]

4.4. Assets for which the Board has operational responsibility:

- Water level control structures: xx number
- Watercourses (maintained): xx km
- Raised embankments: xx km
- Reservoirs: xx ha
- Sustainable drainage systems (SuDS): xx number
- Pumping Stations: xx number

4.5. Assets within or adjacent to the District that are maintained by the Environment Agency:

- Main rivers: xx km
- Raised embankments/flood walls xx km
- Pumping Stations: xx number

## **5. Building, maintaining and improving flood and coastal erosion risk management systems**

5.1. Through the operation, maintenance and improvement of watercourses and other water control assets within the District, the Board seeks to achieve a general standard of water level management that enables the drainage and irrigation of agricultural land, reduces flood risk to developed areas, and sustains environmental features throughout the District.



5.2. The Board monitors and reviews the condition of its watercourses and other assets, particularly those designated as critical, over-spilling from which could affect people and property. Consistent with the resultant needs established, a routine maintenance programme is in place to ensure that the condition of the assets is commensurate with the standards required. The programme is reviewed periodically by the Board to ensure it is delivering the appropriate condition.

5.3. Where standards are not at the desired level, improvement works will be sought where they are considered to be practical and financially viable by the Board. Where improvement works meet the criteria set by Defra, financial support will be sought from the Government's Flood and Coastal Resilience Partnership Funding. Where appropriate works will be undertaken in partnership with other Risk Management Authorities and take opportunities to work with natural processes.

5.4. Work for and by the Board will be carried out in accordance with best practice and to deliver best value for money taking due regard of local flood risk management requirements and strategies, opportunities for partnership working, environmental obligations and guidance available from Defra, the Environment Agency and other organisations.

5.5. **[Delete as appropriate – MLC wording for para 5.5]** The Board's powers to carry out water level and flood risk management works are permissive (i.e. the Board is not obliged to carry out works) and their resources are limited. The Board's policy is therefore to designate what the Board considers to be the most important watercourses in the District as "District Drains" and prioritise their resources to the appropriate maintenance and, where necessary, improvement of such channels and associated structures. The watercourses and structures so designated will change over time as necessary but the current designated watercourses and structures are shown on the plan attached to this Statement.

5.6. **[Delete as appropriate – MLC wording for para 5.6]** Other watercourses usually are the responsibility of other bodies or the adjoining owners. The Board will only take action in respect of these latter watercourses where resources are available and where it is in all the circumstances appropriate for the Board to become involved, bearing in mind the powers available to other persons or bodies.

5.7. **[Delete as appropriate – Alternative wording for para 5.5]** The Board's powers to carry out water level and flood risk management works are permissive (i.e. the Board (i.e. they are not obliged to carry out works) and their resources are limited. The Board's policy is therefore to designate the watercourses in the District as either Critical, High, Medium or Low Risk and prioritise their resources to the appropriate maintenance and, where necessary, improvement of these channels and associated structures. The watercourses and structures so designated will change over time as necessary but the current designated watercourses and structures are shown on the plan attached to this Statement.

5.8. **[Delete as appropriate – Alternative wording for para 5.6]** Other watercourses usually are the responsibility of other bodies or the adjoining owners. The Board will only take action in respect of these latter watercourses where resources are available and where it is in all the circumstances appropriate for the Board to become involved, bearing in mind the powers available to other persons or bodies.

5.9. The Board has a supervisory duty, under section 1(2)(d) of the Land Drainage Act 1991 over all matters relating to the drainage of land in their District and will, under this duty where appropriate advise others regarding the undertaking of works when it is not appropriate for the Board to exercise its own powers.

5.10. The Board will also seek to ensure, where possible, that assets managed by other Risk Management Authorities, which also reduce flood risk to the District, are maintained at a satisfactory standard and may enter into a Public Sector Co-operation Agreement with another Risk Management Authority to achieve better value for money when carrying out work to reduce flood risk.

## **6. Regulation of activities - Avoiding inappropriate development and land management**

6.1. The Board will take appropriate steps to help riparian owners understand their responsibilities for maintenance, byelaw compliance and environmental regulations.

6.2. The Board will regulate as necessary, using available legislative powers and byelaws, the activity of others to ensure their actions within, alongside, and otherwise impacting its drainage system do not increase flood risk, prevent the efficient working of drainage systems, or adversely impact the environment.

6.3. The potential impact on flood risk from future development, both within the District and the wider catchment draining into the District, is fully recognised by the Board. The Board will take an active role in the assessment of local plans, major development and, individual (planning) applications, to prevent inappropriate development and land use to ensure that flood risk is not increased. This will include, where appropriate, providing pre-application advice and checking of flood risk assessments.

6.4. Where appropriate the Board will seek contributions from developers to cover the cost of both immediate and longer term works necessary to mitigate against any resultant increase in flood risk. Such contributions will be recorded in accordance with the National Planning Policy Framework and associated technical guidance.

6.5. The Board will where appropriate designate structures or features affecting flood risk using section 30 of the Flood and Water Management Act 2010.

## **7. Communication and transparency**

7.1. The Board will publicise the local risks from flooding, the reasons for managing water levels within the District and articulate the efforts being undertaken by the Board to manage water levels and flood risk as well as the steps the local community and land managers can take to assist in its management.

7.2. The Board will be open and transparent in its actions and decisions. The Board will comply with the requirements set out in the relevant Local Government transparency code.

7.3. The Board will provide an overview of the objectives and costs of its water level management operations by publishing on its website:

- A record of the watercourses it periodically maintains;
- A statement of the types of general maintenance activities it routinely undertakes and why;
- Its Annual Report to Defra (IDB1 Form); and
- Approved Board minutes and papers.

7.4. The Board will seek views and respond to enquiries from the local general public in this regard and work with local partners to build a culture within which watercourses are seen as vital to managing flood risk, and enhancing habitat and amenity. Every effort will be made to dissuade abuse of watercourses.



7.5. The Board invites any comments regarding the condition of its system, which could assist with the management of water levels.

## **8. Working together**

8.1. The Board will co-operate and share information with other relevant authorities in the exercise of their flood and coastal erosion risk management functions. The Board will contribute to strategies, plans and consultations relevant to its catchment and functions.

8.2. The Board will assist the Environment Agency wherever possible in its provision of adequate and cost effective flood warning systems, and assist Risk Management Authorities where necessary during flood emergencies. The Board will participate as necessary in exercises to develop and test emergency response procedures.

8.3. The Board has provided the Environment Agency and other local Risk Management Authorities with information on the major flood defence assets for which the Board is responsible. The information is available from the Environment Agency at ~~xxxxxx~~.

8.4. The Board will seek to work with all relevant local organisations, in carrying out its flood and coastal erosion risk management functions and environmental obligations.

## **9. Environmental measures**

9.1. The Board has nature conservation duties under the Land Drainage Act 1991, the Wildlife and Countryside Act 1981, the Protection of Badgers Act 1992, the Countryside and Rights of Way Act 2000, the Water Environment (Water Framework Directive) (England and Wales) Regulations 2003, the Eels (England and Wales) Regulations 2009, the Flood and Water Management Act 2010, the Natural Environment and Rural Communities Act 2006, Salmon and Freshwater Fisheries Act 1975, and as a competent authority under the Conservation of Habitats and Species Regulations 2010. The Board will fulfil these in a positive way.

9.2. Much of the Board's watercourse maintenance work constitutes vegetation control and de-silting and is often a vital and routine requirement. Whilst inevitably some short or long term impacts may arise, this management is often essential to maintain the distinct assemblage of aquatic habitat and species present in the District. Such work will be carried out in a way that manages the potential risks to the environment. The Board has access to environmental expertise from their ~~Conservation Officer/Advisor/Consultant [delete as necessary]~~, and have a Biodiversity Action Plan, developed according to ADA and Natural England guidelines, ~~and a Conservation Manual [delete if not appropriate]~~ which indicate the way in which their functions can be carried out in a way appropriate to the environment and how the environment can be enhanced. The Board maintain only a small proportion of the total watercourse length in the District, the significant majority being the responsibility of the adjoining land owners or of other bodies.

9.3. When carrying out work, be it maintenance or improvement, and consistent with the need to maintain satisfactory flood protection standards, the Board will aim to:-

- Avoid any unnecessary or long term damage to agricultural interests and to natural habitats and species;
- Carry out the monitoring of any gains and losses of biodiversity and report annually to the Environment Agency; and
- Take appropriate opportunities to achieve multiple environmental outcomes and work with natural processes, wherever possible, including the enhancement of habitats and water bodies within the District.



9.4. The District is situated within numerous sites of **national and international** [delete as appropriate] biological or geological interest including:

9.5. [List key designated sites (e.g. SSSI, SAC, SPA and Ramsar sites)]

9.6. The Board has X Water Level Management Plan(s).

9.7. The Board will play its full role in sustaining the Water Level Management Plans prepared for SSSIs to maintain, or bring sites into, favourable condition, in conjunction with Natural England and other interested parties and review the plans in accordance with guidance.

#### **10. Approval and Review of this Policy Statement**

10.1. This protocol was adopted by the Board on **dd mm yyyy**.

10.2. The **XXXXXX** IDB will review and update this Policy Statement as and when changes to policies are made and notwithstanding within a period not extending beyond five years.





## **11. APPENDIX C: Sections of the Annual Return**

Copies of the relevant sections can be found over the following pages.

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

GOOLE AND ATAMYN TOR

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

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

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

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

MINUTE REFERENCE	SIGNATURE REQUIRED
Chairman	
Clerk	SIGNATURE REQUIRED

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

WWW.Shiregroup-idbs.gov.uk


## Section 2 – Accounting Statements 2017/18 for

GOOLE AND AILMYN TOB

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	133,664	237,293	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	252,950	253,291	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	63,877	22,445	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	—	—	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	7,374	7,374	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	205,824	168,636	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	237,293	337,019	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	230,094	336,309	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	1,771,682	1,771,682	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	75,981	71,982	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

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

Signed by Responsible Financial Officer



Date

09-05-2018

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED





# Shire

---

## Group of IDBs

**Shire Group of IDBs  
Epsom House  
Malton Way  
Adwick le Street  
Doncaster DN6 7FE**

**T: 01302 337798**

[info@shiregroup-idbs.gov.uk](mailto:info@shiregroup-idbs.gov.uk)  
[www.shiregroup-idbs.gov.uk](http://www.shiregroup-idbs.gov.uk)

**JBA Consulting has offices at**

**Coleshill  
Doncaster  
Dublin  
Edinburgh  
Exeter  
Glasgow  
Haywards Heath  
Isle of Man  
Leeds  
Limerick  
Newcastle  
Newport  
Peterborough  
Saltaire  
Skipton (Belle Vue Mills)  
Skipton (Head Office)  
Tadcaster  
Thirsk  
Wallingford  
Warrington**

