



Scunthorpe & Gainsborough

Water Management Board

**Grange Park Golf Club
Butterwick Road
Messingham
Scunthorpe, DN17 3PP**

Meeting *Papers*

***Monday, 13 May 2019
2:00pm***



Shire

Group of IDBs

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Meeting Papers

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CQP

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Finance Officer - David Blake BSc (Hons) Accounting

Finance Officer - Mark Joynes BSc (Hons) Mathematics

Rating Officer - Janette Parker

Purpose

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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 4 February 2019

Member	05.0 2.20 18	21.0 5.20 18	12.1 1.20 18	4.2.2 019
Margaret Armiger MA	√	√	√	
David Barratt DB	√			√
Adrian Black – Chair AB	√	√	√	√
Chris Black CB	√	√	√	√
Frank Bottamley FB	√	√	√	A
Rod Chapman RC	-	-	-	-
John Coggan JC	√	A	√	√
John Collinson JC1	√	A	√	A
John England JE	√	√	√	A
David Forington DF	√	√	√	√
Trevor Foster TF	√	√	√	
Samuel Godfrey SG	√	A	√	√
Benjamin Jackson (Vice Chair) BJ	√	√	√	A
Jonathan Jackson JJ	A	A	√	√
Paul Metherringham PM	√	√	√	√
Patricia Mewis PM1	√	√	√	√
Ralph Ogg RO	√	√	√	√
Dave Oldfield DO	√	√	√	√
Neil Poole NP	√	A	√	√
Helen Rowson HR	A	A	A	A
Jeff Summers JS	√	√	√	√

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

Ian Benn (Clerk)
Craig Benson (Finance Officer)
Alison Briggs (Environment Officer)
Paul Jones (Engineer)
Martin Spoor (Asset Manager)

Clerk
FO
EO
Eng.
AM

Governance

- 2019.1** Apologies for absence were received from John Collinson, Helen Rowson, Ben Jackson, Frank Bottamley and John England.
- 2019.2** Declaration of Interest – none to declare
- 2019.3** Minutes of Meeting 12 November 2018 - **Proposed true record by JS, JC seconded, all in agreement**
- 2019.4** Matters arising not discussed elsewhere - none
- 2019.5** Complaints/FOI requests - Members' attention drawn to complaint at Appendix A associated with PSCA work on Great Catchwater Drain.

CEO's Report

- 2019.6** De-maintenance and Asset Transfer – Briefing note issued by EA at Appendix B detailed practical approaches to be taken by EA. Clerk advised should this be considered by IDBs, the appropriate approach would always be to undertake PSCA work in the first instance. EA has no monies for low consequence systems, if a Board considered important to district and incorporates into maintenance, to keep costs level, it may need to consider reducing work done elsewhere. JC confirmed EA operates maintenance under permissive powers however there is currently money in local levy for IDBs if they wish, to undertake work prior to asset transfer. Substantial funds have gone back into local levy from Isle of Axholme scheme.
- 2019.7** Policy – Nothing to report.
- 2019.8** Environment Agency - Humber CR Humber FRMS – 3 approaches containing the tide, keeping out the tide and accommodating the tide. Engagement with communities and raising awareness forms part of next process steps.
- 2019.9** ADA – information in papers noted by Members. Chair attended ADA Conference representing Board. Clerk advised good presentations were given by John Curtin (EA Executive Director) and from Robert Hössen, expert in crisis management (Netherlands), associated with climate change and relative sea level rise impacts. Noted some attendees struggled with link between climate change and IDB function. Presentations available on Board's website.
- 2019.10** Good governance guide – Members encouraged to attend

Financial Report

The Financial Report, copies of which had been circulated to members was considered.

Matters Arising

- 2019.11** Rating Report – Majority monies outstanding are part of agreed instalment payments
- 2019.12** Rating write off approvals – 3 accounts considered uncollectable in the sum of £10.61, **JJ proposed write off, seconded JS, all in agreement**
- 2019.13** Audit – Internal Audit Review – noted. Chairman attended meeting, several documents reviewed by Group.
- 2019.14** Audit – External Audit – nothing to report
- 2019.15** Audit – Risk Register – Board approval required. **JS proposed Register be approved, AB seconded, all in agreement**
- 2019.16** Estimates, rates and special levies y/e 31 March 2020 – Budget set 2018/19 and estimated out-turn considered. Suggest retention of current penny rate. New loan for scheme at Ravensfleet PS included in estimates, grant in aid allocation for scheme included in figures. Telemetry contract in budget for 5-year agreement. Out-turn deficit anticipated of approximately £65,000 however Board in healthy position. Board wished to consider the 5-year forecast before agreeing penny rate.
- 2019.17** 5-year budget estimate – FO advised estimate is potential direction of travel for drainage rate across forthcoming 5-years. Rate upward movement from 8.75p rate to 10.00p. Northern District stations will require refurbishment consideration within 10 years. If all sites receive GiA there is opportunity to retain penny rate at current levels however GiA cannot be relied upon. Lincolnshire Lakes project will affect special levy councils as agricultural land crosses into special levy developed land with its increased annual value. That may reduce drainage rate

across Board District but requires an increase in special levy payments. **NP proposed Board retain rate at 8.75p, seconded JJ, all in favour**

2019.18 Schedule of payments – payments totalling £218,748.28 had been made, £71,792.21 of which had been authorised by the Clerk only. **NP moved approved, all in agreement**

Engineer Report

The Engineer Report, copies of which had been circulated to members with the Meeting papers, was considered. Eng. advised paper as read with exception of few updates

2019.19 Asset Management - Pump stations – Ravensfleet PS – exceptional assistance from individuals and contractors over Xmas period was noted by Members. Contractor has identified supplier for new bronze shaft to be machined and is included in programme for manufacture however date not yet advised; will be weeks rather than months. Indicative cost £8-9,000 which includes responding over Xmas period. Insurers to visit contractor's workshop to assess damage to shaft and nut to identify whether insurance claim can be made rather than claiming wear and tear. Chair thanked FO for his assistance over Xmas.

2019.20 Crosby & Soakmere Drain, rear of Hilton Avenue – Contractors on site, works undertaken to expose damage to pipe and potential solution agreed with North Lincs drainage engineer. N Lincs accepted responsibility for costs moving forward. Identified two other potential smaller patch repairs, costs being sought and will be presented to North Lincs. Culvert is riparian structure but of strategic importance to Council; for that reason, Council is taking responsibility. Anglian Water advised its cast iron water main went under the watercourse however subsequent findings show the water main goes over top of culvert and damage to culvert ties in with concrete thrust block of water main over top and down side of culvert however not yet proven direct consequence of Anglian Water actions.

2019.21 Asset Management – Maintained Ordinary Watercourses – JC declared an interest following announcement of update. Eng. advised tender closes 11 February and requested Board give delegated power to tender review panel to make decision on appointment. **All in favour of delegating power to Tender Review Panel to make appointment decision.**

Environment

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

2019.22 Biodiversity Action Plan – work will recommence in spring

Health & Safety

The Health and Safety Report, copies of which had been circulated to members with the Meeting papers, was noted by the Board.

2019.23 There had been no accidents or incidents to report

2019.24 Representation - Members noted the fora on which the Board had been represented.

Date of Next Meetings

2019.25 13 May 2019, 11 November 2019.

Any Other usiness

2019.26 JJ noted since amalgamation, considerable monies had been spent in the Gainsborough part of the District. He felt it appropriate to ask the FO to look at what the rate would have been for the old Boards had amalgamation not taken place and to bring that information to the next meeting. **All Members in agreement.**

ACTION: FO to produce figures for consideration at next Board meeting.

Management Services

2019.27 The Chair advised Management would leave the meeting to allow discussion on current status.

1.4 Complaints/FOI requests

None received

2. Clerks Report

Recommendation:

- Note the information contained in this report
- Consider whether any Organisational Changes may be required by this Board (Item 2.3.2)

2.1 Policy

2.2 Environment Agency

2.2.1 Humber Flood Risk Management Strategy

The Engineering workstream associated with the Strategy is looking at the issue of tide locking or outfalls becoming non-operational due sediment build up around the estuary. It is hoped the scale of siltation/tidal locking can be quantified and locations of the issue across the estuary can be mapped in order consideration can be given as to how the Strategy engages and recognises the difficulty. There will be pieces of work, probably within geomorphology and erosion which will play a part in understanding what processes are impacting it, as well as considering what sea level rise/climate change will look like into the future. Considering it at the strategical level will hopefully allow the true scale can be quantified and best practice can be shared as well as a consistent approach to benefit/outcomes sharing.

A shapefile has been produced and shared with the Strategy Engineering workstream delivery lead.

2.3 Association of Drainage Authorities

2.3.1 ADA Governance Workshops

In total over 170 attended the workshops and ADA is reporting back to Defra on which IDBs and other authorities were represented at these events.

Slides

The slides delivered on the day are available on ADA's website under I have made pdfs of the slides from these events available on the Governance & Accountability page of the ADA website at https://www.ada.org.uk/wp-content/uploads/2019/04/Good_Governance_Workshop_Slides_2019.pdf

Training Modules

ADA made an audio recording of the workshop at CIWEM Venue in London and is working on a series of 20-25 minute training videos with this audio synchronised with the slides to provide a series of 5 training modules for Board Members/Officers. ADA hopes these will be on its website during May/June.

2.3.2 Defra Policy Advisory Group (PAG)

Defra holds these meetings approximately quarterly with a range of wider stakeholders interested in Defra policy related to IDBs. Updates are given on key topics such as the Rivers Authority & Land Drainage Bill (RALD) and De-Maining amongst other policy topics.

The PAG can trace its history back to the Defra Review of IDBs, which included proposals for sub-catchment IDBs, Biodiversity Action Plans, and 'indicative requirements' for IDBs

Defra has set for the PAG five 'questions' to look at in 2018-19, some of which overlap with ADA Committees' Workstreams.

The Defra questions to PAG are:

- How can we encourage closer partnership working between IDBs and other RMAs at the local level along the lines of the Lincolnshire strategic flood risk model? What are the barriers to closer partnership working? (ADA Lead)
- How can IDBs locally showcase their environmental practices, particularly on conservation and biodiversity, and also how can we identify and spread good environmental practice across IDBs? (NE Lead)
- What are the opportunities beyond drainage rates and special levies for IDBs to secure sustainable funding and publicise the benefits? (EA Lead)
- Establishing and extending IDBs
 1. Where is there support/interest in a new IDB being formed or which IDBs want to extend their boundaries (ADA to provide information)
 2. What more do we need to do to enable and support new IDBs being created, or pre-existing boards extending their boundaries, where there is local support, in areas across the country? (ADA Lead)
- IDB membership appointment and attendance
 1. How do we secure active and appropriate membership and what are the minimum requirements for good governance? (Defra Lead)
 2. What would a role model IDB look like? (Defra Lead)

Defra questions to IDBs

To assist with Defra's planning for future changes and possible creation of new IDBs, Defra has asked ADA to collate information about what organisational changes IDBs are seeking to make, and to indicate whether the changes being sought are:

- a. in the near future (ASAP, e.g. immediately following the Rivers Authorities & Land Drainage Bill becoming an Act),
- b. in the medium future (within the next 5 years), or
- c. in the longer term (over 5 years away).

Organisational changes are anything that would require an Order from Defra under Section 3 of the Land Drainage Act 1991 and could include:

- Boundary changes (e.g. expansion to sub-catchment)
- Amalgamation (e.g. to create larger, more strategic, sub-catchment IDBs)
- Reconstitution (e.g. to change the number of Board Members, or to alter electoral or rateable sub-districts)

3. Financial Report

Recommendations:

- To note the information contained in this report
- To approve Section 1 of the AGAR
- To approve the Accounts for the Year Ended 31 March 2019
- To approve Section 2 of the AGAR
- To approve the schedule of payments

3.1 Rating Report

Details of the Rates and Special Levies issued, and payments received up to and including 29 March 2019: -

	£	£
Balance Brought forward at 1 April 2018		162.69
2018/2019 Drainage Rates and Special Levies		
Drainage Rates		134,999.04
Special Levies		
North Lincolnshire Council	255,191.00	
West Lindsey District Council	57,496.00	312,687.00
Total Drainage Rates Due		<u>447,848.73</u>
Less Paid: -		
Drainage Rates		134,544.63
Special Levies		
North Lincolnshire Council	255,191.00	
West Lindsey District Council	57,496.00	312,687.00
Total Drainage Rates Paid		<u>447,231.63</u>
Admin Adjustments		<u>-14.29</u>
Balance Outstanding as at 29th March 2019		<u>602.81</u>

3.2 Audit

3.2.1 Internal Audit

The Internal Audit of the Board's financial statements for the year ended 31 March 2019 is underway and is expected to be completed before the meeting. A copy of the report has will be available for inspection at the meeting.

3.2.2 Annual Governance and Accountability Return (AGAR) Section 1 - Annual Governance Statement 2018/19

Members are asked to review and approve Section 1 of the AGAR which can be viewed at Appendix A.

3.3 Accounts for the Year Ending 31 March 2019

The accounts (partially audited) for the year ending 31 March 2019 are included as a separate item in your pack

3.4 Budget Comparison for the Year Ended 31 March 2019

REVENUE ACCOUNT

2018/19					2018/19
Approved Estimate		Actual To Date		31 March 2019	%
£	£	£	£		
<u>INCOME</u>					
134,999		134,985	134,985	Drainage Rates on Agricultural Land: -	99.99%
				Special Levies	
57,496		57,496		West Lindsey District Council	100.00%
255,191		255,191		North Lincolnshire Council	100.00%
				Other Income: -	
40,000		40,786		Foreign Water Contribution (FWC)	101.97%
0		34,129		PSCA contribution	0.00%
500		60,380		Other Income	12075.93%
<u>50</u>	488,236	<u>183</u>	583,150	Interest etc	366.84%
<u>EXPENDITURE</u>					
99,146		99,145		PWLB Loans	100.00%
67,147		74,761		Administration: -	111.34%
220,889		270,126		Drains Maintenance: -	122.29%
<u>127,440</u>	<u>536,580</u>	<u>121,321</u>	<u>565,353</u>	Pumping Stations, etc.	95.20%
	(48,344)		17,797	Surplus - (Deficit)	
	<u>447,967</u>		<u>514,364</u>	Balance Brought Forward	114.82%
	<u>20,000</u>		<u>100,000</u>	Transfer to NW&P Account	
	<u>379,623</u>		<u>432,161</u>	Balance Carried Forward	113.84%

BUDGET FOR THE YEAR ENDING 31ST MARCH 2019

NEW WORKS AND PLANT ACCOUNT

2018/19				2018/19	
Approved Estimate		Actual to Date		%	
£	£	£	£		£
<u>INCOME</u>					
20,000		100,000		Transfer from Revenue Account	500.00%
0		68		Interest	0.00%
0		10,219		River Eau - Scotter Improvement Scheme	0.00%
400,000		0		PWLB Loan	0.00%
<u>431,000</u>	851,000	<u>0</u>	110,287	Grant Income - Ravensfleet PS Scheme	0.00%
<u>EXPENDITURE</u>					
0		13,789		Welfare Unit	0.00%
932,240		0		Ravensfleet PS Refurbishment	0.00%
0		2,245		Ravensfleet to Susworth Study	0.00%
<u>0</u>	<u>932,240</u>	9,660	<u>25,695</u>	River Eau - Scotter Improvement Scheme	0.00%
(81,240)		84,592		Surplus - (Deficit)	-104.13%
<u>225,922</u>		<u>208,205</u>		Balance Brought Forward	92.16%
<u>144,682</u>		<u>292,797</u>		Balance Carried Forward	202.37%

3.5 Annual Governance and Accountability Return (AGAR) Section 2 - Financial Statements 2018/19

Members are asked to review and approve Section 2 of the AGAR which can also be viewed at Appendix A.

3.6 Five Year Budget Estimate

The five-year budget estimate is shown below.

			0	1	2	3	4	5
	2018/19	2019/20	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Income & Expenditure Account	Actual	App	Estimated Out-turn					
	Out-turn	Budget						
	£	£	£	£	£	£	£	£
Income								
Drainage Rates	134,985	134,987	134,987	134,987	134,987	134,987	150,415	150,415
Special Levies	312,687	312,687	312,687	312,687	312,687	312,687	348,423	348,423
Rental Income	225	200	200	200	200	200	200	200
Foreign Water Contribution	40,786	40,786	40,786	40,786	40,786	40,786	40,786	40,786
PSCA Contributions								
Other Income	94,284	538	538	554	571	588	606	624
Bank Interest	183	50	50	50	50	50	250	250
Total Income	583,150	489,248	489,248	489,265	489,281	489,298	540,679	540,697
Expenditure								
Maintenance of Pumping Stations	121,321	126,890	135,728	138,443	141,211	144,036	146,916	149,855
Drains Maintenance	270,126	238,250	238,250	188,450	191,459	194,528	197,659	200,852
Administration	74,761	70,435	70,435	72,500	74,025	75,576	77,465	79,402
Loan Repayments:-	99,145	99,145	99,145	99,145	99,145	99,145	95,350	88,077
New Loans	-	5,413	5,413	5,413	5,413	5,413	5,413	5,413
Telemetry Contract	-	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Total Expenditure	565,353	555,133	563,971	518,951	526,254	533,698	537,804	538,599
Surplus/(Deficit)	17,797	(65,885)	(74,723)	(29,686)	(36,973)	(44,400)	2,875	2,098
Balance Brought Forward	514,362	397,095	432,159	317,436	287,749	250,776	206,377	209,252
Contribution to NW&P Account	100,000	40,000	40,000	-	-	-	-	-
Balance Carried Forward	432,159	291,210	317,436	287,749	250,776	206,377	209,252	211,349
New Works and Plant Account	292,798	8,361	30,798	370,798	383,798	175,998	275,998	275,998
Penny Rate in £	8.75p	8.75p	8.75p	8.75p	8.75p	8.75p	9.75p	9.75p
Penny Rate £51,073	109%	50%	58%	127%	121%	72%	90%	90%
I&E Balance as % of Expenditure	76%	52%	56%	55%	48%	39%	39%	39%

New Works and Plant Account	2018/19	2019/20	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	Est. Out- turn	App Budget	Estimated Out-Turn					
	£	£	£	£	£	£	£	£
Income								
Transfer from I&E	100,000	40,000	40,000					
River Eau - Scotter Improvement Scheme	10,219							
Interest	68							
Loan		100,000	100,000					
Possible Grant Income		195,000	195,000	600,000	100,000	200,000	100,000	
Total Income	110,287	335,000	335,000	600,000	100,000	200,000	100,000	
Expenditure								
Welfare Unit (Ravensfleet PS)	13,789							
New Tractor & Flail								
4x4 vehicle					20,000			
PAR Submissions		24,000	24,000					
Jenny Hurn PS refurbishment				260,000				
Ravensfleet PS Refurbishment		573,000	573,000					
Ravensfleet to Susworth Strategic Study	2,245							
Whoofer PS Refurbishment					67,000			
Susworth PS Refurbishment						407,800		
Pauls Malt PS Refurbishment								
River Eau - Scotter Improvement Scheme	9,660							
Total Expenditure	25,694	597,000	597,000	260,000	87,000	407,800	-	-
Surplus/(Deficit)	84,593	(262,000)	(262,000)	340,000	13,000	(207,800)	100,000	-
Balance Brought Forward	208,205	270,361	292,798	30,798	370,798	383,798	175,998	275,998
Balance Carried Forward	292,798	8,361	30,798	370,798	383,798	175,998	275,998	275,998

3.7 Schedule of Payments

Payments made since those reported at the previous meeting.

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					CHEQUE	
2019					£	
Jan	8th	166	Watson Petroleum	Grease	413.12	*
	9th	149	ACS Electrical Engineering Services	Ravensfleet PS - Electrical Installations	9,101.00	
		158	JBA Consulting	Management Fees	16,559.94	
	14th	78	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	15th	154	Fuel Genie	Fuel Account	124.00	*
		184	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	15.98	*
		-	NatWest	Bankline Fees	27.90	*
	18th	150	Information Commissioner	Data Protection Registration	35.00	*
		155	Watson Petroleum	Gas Oil	672.00	*
	21st	161	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		162	Iris Business Software Ltd	Open Payslips	7.39	*
		167	Woldmarsh Producers Ltd	Supply to Susworth PS	236.30	*
				Supply to Lysaghts PS	961.24	*
				Supply to Burringham PS	626.94	*
				Supply to East Butterwick PS	245.69	*
				Supply to Black Bank PS	182.74	*
				Supply to Ravensfleet PS	1,009.14	*
				Supply to Jenny Hurn PS	290.03	*
				Supply to Flixborough PS	83.09	*
				Screwfix - Cleaning Products, etc.	159.19	*
	24th	-	HMRC	PAYE/NI	955.54	*
	25th	159	ADA	Annual Subscription	2,767.20	*
		160	A Revill & Son	Pumping Station Maintenance	250.80	*
		157	H Mell & Son	Tractor Maintenance	45.00	*
		163	Lyons of Gainsborough Ltd	Jenny Hurn PS - Diesel Pump Starters	382.58	*
		153	NPower Yorks Ltd (Lys Equip)	Lysaghts PS - Meter Operator	474.00	*
	31st	170	Environment Agency	Waste Carrier Licence	154.00	*
		-	NatWest	Bank Fees	7.00	*
		-	Employee	Wages	1,491.80	*
		-	B&CE Holdings	PAYE/NI	129.70	*
Feb	11th	165	Public Works Loan Board	Loan Repayment	8,148.65	*
	13th	78	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
		175	Fuel Genie	Fuel Account	121.00	*
	15th	168	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	15.98	*
		-	NatWest	Bankline Fees	24.95	*
	18th	172-3	Addplant Limited	Ravensfleet Welfare Unit - Tank Clearances	60.00	*
		174,178	Controlstar Systems	Flixborough PS - Sensor, etc.	2,635.80	*
		169	Danvm Drainage Commissioners	Website Hosting Fee, etc.	110.96	*
		176	Grange Park	Meeting Expenses	75.00	*
		177	IMPS (UK) Ltd	Ravensfleet PS - Diesel Pump Inspections	544.20	*
		-	HMRC	PAYE/NI	574.11	*
	20th	171	Woldmarsh Producers Ltd	Supply to Lysaghts PS	1,802.64	*
				Supply to Burringham PS	1,450.00	*
				Supply to East Butterwick PS	799.75	*
				Supply to Black Bank PS	513.54	*
				Supply to Ravensfleet PS	1,825.09	*
				Supply to Jenny Hurn PS	949.81	*

				Supply to Flixborough PS	101.96	*
				Supply to Pauls Malt PS	54.00	*
				Vodafone - Mobile Phone & Telemetry Lines	152.08	*
				Membership Fees	240.13	*
	21st	179	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		180	Iris Business Software Ltd	Open Payslips	7.39	*
		164	Perry's Pumps Ltd	Jenny Hurn PS - Pump Overhaul & Repairs	15,180.00	
	28th	-	NatWest	Bank Fees	6.30	*
		-	Employee	Wages	1,275.31	*
		-	B&CE Holdings	Pension Contributions	101.26	*
Mar	11th	78	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	15th	-	NatWest	Bankline Fees	23.60	*
	18th	185	Fuel Genie	Vehicle Tracking	123.70	*
		181	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	15.98	*
	20th	192	Woldmarsh Producers Ltd	Supply to Whoofer PS	252.71	*
				Vodafone - Mobile Phone & Telemetry Lines	95.12	*
		187-8	ACS Electrical Engineering Services	Ravensfleet PS - Workshop Repairs, et	2,325.00	*
		189	Anglian Water (Jenny Hurn)	Water Supply to Jenny Hurn PS	11.84	*
		193	Controlstar Systems	East Butterwick PS - Fault Investigation	1,094.40	*
		194	DC Bichan	Mowing Contraction - 2018 Retention	1,988.72	*
		195-6	H Mell & Son	Ravensfleet PS - Pump Maintenance	495.30	*
		186	NX1 (UK) Limited	Ravensfleet PS - CCTV System Maintenance	180.00	*
		-	HMRC	PAYE/NI	318.02	*
	21st	190	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
		191	Iris Business Software Ltd	Open Payslips	7.39	*
	22nd	198-9	AA Sewercare Ltd	Hilton Avenue - Surface Culvert	69,346.82	
		197	JBA Consulting	Management Fees	10,870.63	
	25th	183	Public Works Loan Board	Loan Repayment	3,524.80	*
	28th	-	Employee	Wages	1,216.11	*
		-	B&CE Holdings	Pension Contributions	101.26	*
	29th	-	NatWest	Bank Fees	6.30	*
			Total		166,282.18	
			* Total amount of direct debits and payments approved by the Clerk Only		45,223.79	

3.8 Apportionment of Costs with Ancholme IDB

Costs for the year ending 31 March 2019 have been apportioned in accordance with the hours the Ancholme IDB employee worked in the districts:

Ancholme IDB – 69.36%

Scunthorpe & Gainsborough WMB – 30.64%

4. Engineer's Report

Recommendations:

- To note the information within this report

4.1 Asset Management

4.1.1 Water Level Management

Hilton Avenue riparian culvert



The plan above shows the full length of the riparian culverted watercourse, which forms part of the strategic drainage network managed by the Board.



Picture showing the major section of the pipeline that was repaired using a 9m length of 1800mm diameter HDPE Twin Wall Pipe to replace the corroded and damaged Armo Pipe. This length of pipe is situated between two large access chambers.

These works and a small patch repair have been completed at a cost of £57,789.02, which has been reimbursed in full to the Board by North Lincs Council.



The above show the smaller section of the pipeline which was patch repaired along with the extent of corrosion present as this is considered to be typical of the remaining length of the culverted section of watercourse, some 165m in total. Discussions are continuing with NLC in respect of the identified condition of the culvert and its wider strategic importance in terms of flood risk, budget estimates for some alternative options have been shared.

The issue of riparian responsibilities, especially relating to culverted sections of watercourses is an issue which the Board and in this particular instance the NLC need to consider, with the aim of reaching a joint agreement and definitive position, which both Bodies will adopt and progress in future cases.

4.1.2 Pumping Stations

Ravensfleet Pumping Station

Ravensfleet Rushton Diesel Pump isolation penstock failure has now been resolved and pumping can now be recommenced. Agreement has been reached with the Board Insurers in relation to a partial claim settlement for the cost of the repair and attendance by Contractor to recover and re-install.

The total cost of the repair works was £8837.60, of which the Insurers has agreed a final claim contribution of £7,346 less the £1,000 excess so a of payment of £6,346, can be expected.



Damage to the threads of the shaft.

4.1.3 Maintained Ordinary Watercourses

Public Contract Regulations 2015 Compliant Tenders

The tender process for Watercourse Maintenance Services has concluded and the Award of both Lots (Northern and Southern areas) has been provided to Sweeting Bros Ltd. on the basis of submitting the Most Economically Advantageous Tender with an overall Score of 94.1% achieved against a 40%/60% Price/Quality split.

The services include flailing and dewatering of ordinary watercourses over the Contract duration which is 5 years from July 2019 with the option to extend for a further 5 periods of 12 months subject to satisfactory performance.

A site meeting is to be arranged with the Supplier before the start of maintenance and the Commercially Confidential Check Point Report can be found appended for Members Information.

4.2 Planning, pre-application advice and consents

4.2.1 Planning Applications

Officers have reviewed planning applications between 8 January 2019 and 29th April 2019 40 of which have required comment on behalf of the Board.

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

1no. consent has been issued on behalf of the Board between 8 January 2019 and 29th April 2019.

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

1no. consent has been issued on behalf of the Board between 8 January 2019 and 29th April 2019.

5.Environmental Report

Recommendation:

- Note the information contained in this report

5.1 Biodiversity Action Plan 2015-2020

Survey work has recently recommenced on BAP implementation particularly associated with Water Vole Species Action Plan on the Broughton and Worlaby catchments.

5.2 Eels (England & Wales) Regulations

The Agency is implementing a new project, Changes to the Eels Regulation Process (ChERP) which is intended to deliver a new regulatory process that can be implemented successfully for the protection and benefit of eels without unreasonably impacting on operators. There are several sectors affected by implementation of the Eels Regulations including Water Companies, Flood Risk and Land Drainage, Thermal Combustion, Hydropower, Agriculture and Nuclear Power. As Regulator, the Environment Agency intends to develop and incorporate new elements into the process to enable decisions by the regulator to be objective and based on best available evidence. The new elements will include Best Achievable Eel protection (BAEP), Economics and Site Specific Eel Risk Assessment (SiERA).

6. Health, Safety and Wellbeing Report

Recommendations:

- To note the information contained in the report

6.1 Board Employees

6.1.1 Accidents and Incidents

There are no accidents or incidents to report involving either the Board employee or contractors.

6.2 Hedge Cutting prior to flail mowing (for information only)

Any IDB that insists on undertaking hedge cutting activities prior to drain maintenance, should ensure that the tractor is guarded appropriately.

Guidance is available here: <http://www.hse.gov.uk/pubns/ais21.pdf>

The document seeks to give clear guidance and advice on any hedge cutting activity.

Boards who utilise contractors to flail hedges should also be aware of this and immediately question the use of any plant or equipment that is not sufficiently protected.

6.2.1 Legal status of HSE guidance and ACOPs

It would also be prudent to highlight the following taken from the HSE website (see below):

In simple terms, if you do not follow the guidance then you should be doing something at least equal or better than what's suggested otherwise you will end up in hot water.....

What are HSE guidance notes?

HSE guidance provides advice to help you understand how to comply with the law; explanations of specific requirements in law; specific technical information or references to further sources of information to help you comply with your legal duties. 28 Nov 2013

Legal status of HSE guidance and ACOPs

HSE publishes guidance (in the form of leaflets, books and on its webpages) and Approved Codes of Practice (ACOPs).

HSE guidance provides advice to help you understand how to comply with the law; explanations of specific requirements in law; specific technical information or references to further sources of information to help you comply with your legal duties.

ACOPs describe preferred or recommended methods that can be used (or standards to be met) to comply with regulations and the duties imposed by the Health and Safety at Work etc Act.

The legal status of guidance and ACOPs is given below and will appear in the relevant publications.

HSE guidance legal status

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with

the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

Approved Codes of Practice (ACOPs) legal status

Each ACOP is approved by the Health and Safety Executive, with the consent of the Secretary of State. It gives practical advice on how to comply with the law. If you follow the advice you will be doing enough to comply with the law in respect of those specific matters on which the Code gives advice. You may use alternative methods to those set out in the Code in order to comply with the law.

However, the Code has a special legal status. If you are prosecuted for breach of health and safety law, and it is proved that you did not follow the relevant provisions of the Code, you will need to show that you have complied with the law in some other way or a Court will find you at fault.

7.Representation

The Board is represented at several fora:

Environmental	Flood Risk Management	Other
EA/ADA Eel Liaison Group	Humber Flood Risk Management Steering Group	ADA BAP Guidance
Humber Estuaries Relevant Authorities Group (HERAG)	Comprehensive Review Humber Strategy workshops	
	Humber Strategy Officers Group	

8.Date of Next Meeting

11 November 2019



9. APPENDIX A – Sections of the Annual Governance & Accountability Return:

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

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

SCUNTHORPE & GAINSBOROUGH WMB

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 2019, 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 and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Authority web address

WWW.SHIREGROUP-IDBS.GOV.UK AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

SCUNTHORPE & GAINSBOROUGH WMB

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	677,259	752,676	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	446,846	447,672	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	43,935	145,775	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	24,077	25,710	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	99,145	99,145	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	291,142	466,193	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	752,676	755,075	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	786,821	774,861	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	3,464,000	3,464,000	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	813,706	752,754	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, as a body corporate, 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

29/04/19

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Shire
Group of IDBs

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Peterborough
Saltaire
Skipton
Tadcaster
Thirsk
Wallingford
Warrington**

