



# Ancholme

Internal Drainage Board

## **Virtual Meeting**

### ***Microsoft Teams***

**Log-in Instructions to be issued nearer the date**

## **Meeting Papers**

***Wednesday 3 June 2020, 14:00***

***(rescheduled)***



# Shire

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## Meeting Papers

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## Purpose

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## 1. Governance

### 1.1 Declaration of Interest

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

### 1.2 Apologies for Absence

### 1.3 Minutes of the meeting held on 15 January 2020

#### Members Present:

Mr J Akrill	JA
Mr J Barton	JB
Mr R Borrill	Chair
Mr S Buckley	SB
Mr C Day	CD
Mr A Godfrey	V-C
Mr R Herring	RNH
Mr R Holloway	RH
Mr J Jackson	JJ
Mrs J Jackson	JJ1
Mr J J James	JJ2
Mr P Jones	PJ
Mrs H Rowson	HR
Mr W Strawson	WS
Mr H Williams	HW

#### In attendance on behalf of JBA Consulting

##### Officer:

Mr I Benn	CEO
Mr C Benson	FO
Mrs A Briggs	EO

#### Environment Agency colleagues:

Mark Adams	MA
Andy Charlesworth	AC

#### Member of the Public:

Mr S Brown

#### Declaration of Interest

**2020.1** None

#### Apologies for Absence

**2020.2** Apologies for absence received from Mr Dowson, Mr Nelthorpe, Mr Storey, Mr C Sherwood and Mr Summers.



## Minutes of the Meeting 6 November 2019

**2020.3** Minutes of the meeting held 6 November 2019 were considered. Amendments to be made associated with JJ numbering, **AG proposed true representation of meeting, all in agreement.**

## Matters arising not discussed elsewhere on Agenda

**2020.4** None.

## Agenda rearrangement –

**2020.5** Chair advised Agenda would be amended to cover presentation by Mr S Brown associated with West and East Drain and presentations by the Environment Agency.

Mr Brown advised the area of his presentation. Saxby all Saints land suffering although extensive under drainage has been installed; increased issues with land drainage are occurring in the Ancholme valley which he considered related to West and East Drains managed by Environment Agency.

Rainfall started end September, Manor Farm graph presented September, October and November charts. Single event associated with 7 December of over 70mm caused most serious problems.

Many Board systems discharge into EA maintained watercourses. Winterton Carrs was badly flooded as was Saxby all Saints. Photographs showing extent of flooding were considered particularly those of water levels in AIDB drains compared with West Drain. AIDB drains pumped at Appleby PS. West and East drains discharge under gravity at South Ferriby. Water in high level carrier Land Drain backs up culvert into fields and floods land.

Photographs of East Drain show some vegetation remaining centre channel however upstream toward South Ferriby no vegetation maintenance taken place either bank side or in channel. Culvert under A1077 at South Ferriby very large diameter, ingress of tidal water stopped by timber tidal doors.

Photograph of West Drain discharging into Humber. West Drain discharges through upstream side of lock protecting river Ancholme. Mr Brown contended there was a connection between full Ancholme and West Drain. AC advised on the water balancing arrangement, doors on photograph are open associated with work replacing and refurbishing those doors.

HR thanked Mr Brown, acknowledging his presentation highlighted the issues of which she was aware in that area.

AC advised EA maintenance is undertaken from the top down of East Drain and West Drain but the maintenance cut was never completed, associated with the timing of the rain events. Bushing is undertaken as and when there is a flood risk impact and the Agency relies on its operators to advise where there are likely to be issues. Weed clearance in channel is routine programme in this area. Maintenance timing is August-October; 2019 rainfall meant a months' maintenance lost as Agency attended events. Acknowledgement resources must be managed best way can, those involved with maintenance pulled to attend issues elsewhere.

AC advised some low risk systems were assigned that risk considerable number of years ago. Recent events have shown where issues can arise, Agency looking at those low risk systems, putting into its programme and intending to have cleared again following evidence of impacts. Funding previously available had been withdrawn.

Mr Brown advised on many losses which may not be taken into account in a reviewing of the flooding. He gave the example of loss of earthworms on his land as result of flood water which had remained for days, of loss of biodiversity across the catchment. He suggested



Board may arrange to have regular meetings with EA, or perhaps through Board meetings to discuss any ongoing issues.

WS noted Board operative and contractors cleaning culverts etc to ensure water flowed whereas EA maintained culverts had not.

**2020.6** Mark Adams presented, highlighting autumnal issues. Met Office map identifying 170% of annual rainfall for Autumn (Sept-Oct) across Lincolnshire. Ancholme Valley had 6 severe flood warnings, 60 flood warnings and 99 flood alerts. Ariel view of Brandy Wharf and downstream on 10<sup>th</sup> November showed extent of flooding down the valley. Flood locations and extent currently being mapped by EA.

Rainfall was 212% long term average in October, 245% of LTA for November. River Rase flow 9.97 m<sup>3</sup>/s equivalent of 1749% long term average. JA thought that a conservative estimate. Brandy Wharf max level 3.1m AOD, could get no higher because overtopped, highest since 2007. 1500 ha land flooded.

EA primarily interested in land which has flooded from Main River. Ferriby Sluice tide locking impacts whole Ancholme valley, water backs up when unable to discharge into Humber. Overtopping and one breach occurred across the District. South Kelsey overwhelmed, additional pumps brought in for over 3 weeks to assist with recovery. MA thanked IDB officers for their work and for throttling back some pump stations allowed EA to discharge more water from Ancholme, better protecting large conurbation of Brigg.

It was acknowledged other areas suffer which are not on main river, eg Waddingham, and impacts and interaction associated with IDB main drains, ordinary watercourses and surface water systems.

Breach left bank North Kelsey beck repaired, all are risk based. Nov/Dec all riverbanks in greater Lincolnshire were inspected, triaged and EA has worked with IDB and LAs with recovery programme. Scale and programme of further recovery will be subject to funding, to be agreed with government, estimated costs above £30m in Lincolnshire. That funding not available to date. JJ1 advised breach on North Kelsey caused by burrowing animals, thought badgers, which have cost public substantial money.

**2020.7** AC showed graph of Ancholme, levels at Ferriby and Brandy Wharf, very flat catchment, peaks and troughs associated with tides. Levels at Brandy Wharf remained high as South Ferriby levels had fallen because of the flat gradient. Effectively a hole is created at South Ferriby; water takes considerable time to flow under the small gravitational pull once the tide permits from Brandy Wharf to South Ferriby. A lot of water around Bishop Bridge, and south of Brigg, is coming from the Wolds; trying to drain this through Ferriby sluices and time taken to get to Ferriby is lengthy. EA advised majority water tributaries south of Brigg coming in from Wolds. Discharge from South Ferriby to Brigg can work well but majority of water south of Brigg takes time to move downstream. JJ1 queried that being, there is so much water south of Brigg, why was the river not being maintained in terms of dredging? Advised EA does Ancholme annual weed control by boat. Last dredging 1995/96 between two specific points but done for navigation rather than flood risk. Ancholme is not a free draining system but if it was, would be governed by tide levels and level of water in the Humber anyway. JB opined this presented opportunity for flood storage areas if water takes such a length of time to travel from Bishops Bridge to South Ferriby.

CD queried decision making associated with low medium and high risk. Advised made 20 years ago but being reviewed.

Members noted EA has same permissive powers to undertake maintenance on main river as IDB has on ordinary watercourses. Riparian owners can do work on main river if riparian owner of lengths up to 1km. EA must be aware because do not want to create negative



impact downstream. EA will support landowners with works they would like to undertake on their own riparian land.

HW queried possibility of pumping at South Ferriby. Advised required closures of A1077 to get water across on temporary basis but considered the business case for permanent solution would probably not stack up, cost likely circa £20m.

MA advised possible future catchment management following CD query regarding level of decision to release flood funds. Vital to look holistically at catchment, it is about controlling floods, not flood control, water storage will be essential, and investment must be targeted. EA must always achieve ecological enhancement in any proposed undertaking. Possible funding for IDB catchment model 2020/21 which will better inform the whole area. Board could consider would it be better undertaking maintenance on East and West land drains? Are those drains of strategic importance to Board but Low Risk to EA? EA is making riverbanks stronger to stop breach on main river, improved GiA is expected 2021+ through a new calculator but a robust business case is always required highlighting direct and indirect benefits of proposals.

**2020.8** Photographs were circulated of the stone trap at Ferriby sluice gates. Members discussed the lack of maintenance, expressing concern the stones had accumulated silts to the extent the original function was no longer delivered. MA confirmed EA would investigate.

**2020.9** JJ requested phone number to contact EA for compensation for flooding from Defra support fund. MA advised Ancholme IDB district has been added to that list. Chair requested diary booked for meeting possibly April to discuss.

**2020.10** Chairman advised on rewilding and rewetting lost landscape of Ancholme valley from Wildlife Trust. EA teams are aware. Chair thanked for EA attendance, important partners work together

## Complaints/FOI requests

**2020.11** None received.

## Clerk Report

**2020.12** Legislation – National FCERMS noted.

**2020.13** Humber FRMS – noted.

**2020.14** Anglian Northern RFCC – information in paper noted. GiA may be available in future for NFM schemes.

**2020.15** ADA – Contribution to WRE request – RNH moved approved.

**2020.16** Elected Member vacancy – Members noted position remained unfilled. Area north of Bishop Bridge, no interest expressed.

## Finance Report

The Finance Report previously issued to Members was discussed.

**2020.17** Rating Report – Rating outstanding now £32,369.68, majority of which relates to one instalment account holder.

**2020.18** Proposed rate removal requiring Board approval – 3 accounts involved, one unable to trace occupier, one account old debt and land now transferred to another ratepayer, one account now in Special Levy. **RNH proposed, AG seconded, all in agreement.**

**2020.19** Audit – Internal Audit – Minutes of the review meeting at Appendix A.

**2020.20** Audit – External Audit – nothing to report.





**2020.21** Risk Register – Members considered the Risk Register at Appendix B. CD lecture on cybercrime, issues related to supplier and change of details, robust structure must be in place. Internal Auditor looks at those processes' management has in place which are robust and sufficient. RNH queried succession planning highlighted red. Remains risk to Board although being worked on still considered high risk. **AG proposed approved, RB seconded, all in agreement.**

**2020.22** Rates & Special Levies for y/e 31 March 2021 – reserve policy set at 30%, items presented highlight any impact on reserves. Budget estimate updated from papers now accurate bills available for November. Energy costs £60k higher than in meeting papers, likely December similar. Drains maintenance reduced from budgeted amount; contractor will not be able to complete maintenance by end of financial year. Anticipated increased foreign water contribution based on volume of pumping. Noted cost of pumping at Low Farm outfall incorporated in expenditure.

**2020.23** 5-year budget estimate – identifies planned future costs, assumption no GiA available for estimate purposes and worst-case scenario. Telemetry system needs to be considered. Replacement in full requires borrowing over 10 years from PWLB at additional £20,000 p/a equivalent to £0.005 on rate. Increase in maintenance of similar cost amount, two together would require £0.01 rate increase.

**2020.24** Members considered information presented. RNH thought board should consider raising rate by £0.0025 and continue year on year. Board must be prepared for all eventualities. Cost of telemetry and income received in information presented. RNH noted Board had saved £13k being half its original annual payment for telemetry. Members agreed value of telemetry during Autumn flooding.

**2020.25** Clerk advised on telemetry due diligence report. Purchase of system provided Board breathing space for a year but recommended small working party to consider Board future requirements. Management has considered several alternatives, there is not an off the shelf system. Noted different IDBs may want different requirements from their telemetry system. Volunteers AG, CD, RH and JJ1.

**ACTION:** 3-4 dates to be issued for consideration.

**2020.26** Rates & Special Levies for y/e 31.3.2021 – following information received members considered the rate. AG considered level of uncertainty with costs however by this time next year more clarity and thought appropriate to keep rate same for this year. **JJ proposed rate remain same, AG seconded, all in agreement.**

**2020.27** Schedule of Payments – Payments totalling £170,813.78 had been made from the Board's account £27,985.13 of which authorised by the Clerk and Engineer only – **JJ proposed approved, AG seconded, all in agreement.**

## Engineers Report

### Asset Management

**2020.28** Telemetry – discussed earlier in meeting.

**2020.29** Water Level Management – Low Farm Outfall temporary pumping – Members noted the successful outcome of pumping outside low tide hours. Refuelling an issue associated with condition of access track. EA has an access track to flood defence banks which Board may consider asking to use.

**ACTION:** Eng/Clerk to speak to EA.

Chair advised pump being rented, appears to be long term issue, appropriate to obtain costs for pump purchase. AG requested information be brought to May meeting on pump purchase costs and decision should be made then.





ACTION: Eng. obtain up to date pump purchase costs and costs associated with track provision.

Members discussed briefly previous proposals to redirect water to West Drain, at the time refused by the EA associated with potential flood impacts upstream.

ACTION: Clerk/Eng to make another approach to EA associated with redirecting water to West Drain.

**2020.30** Maintained ordinary watercourses – maintenance 2019/20 Members noted only 25% of the gravity systems had been completed due to the untimely passing of a Board Contractor.

**2020.31** Main River – EA systems – Members noted information contained in papers. Members asked to consider whether its drain maintenance is focussed in correct places and whether it wishes to approach the EA to work under PSCA on those systems. CD keen to see approach be supported by funding. Noted opportunity for funding for Hydraulic Model which would support actions to be taken.

**2020.32** Planning – noted

## Health Safety & Wellbeing

**2020.33** There had been no accidents incidents or near misses to report.

## Environmental Adviser Report

**2020.34** Biodiversity Action Plan – BAP work will recommence Spring. Work associated with passage of eel by HIFI continues. eDNA samples will be processed later this month and include the work undertaken at Thirty Foot station. Whilst the project had to be cut short due to adverse weather, data will be treated as a pilot study. Pumping data for the station between 28.10.2019 and 10.11.2019 has been provided.

## Representation

**2020.35** Members noted information in the report.

## Any Other Business by leave of Chairman

**2020.36** JJ thought AIDB did well during flood events overall. No fatalities, no houses flooded in District, pumps continued working and very good work on behalf of Board. RNH asked Board appreciation to be passed onto its sole operative who had worked considerable number of hours outside contracted work and was available at all times to assist. He **proposed ex-gratia recognition payment of £1,000, seconded AC, agreed by all.**

**2020.37** Chair meeting with local MPs with Mr S. Brown on Friday to discuss what was discussed at this meeting, highlighting issues. CD advised use of a map.

**2020.38** SB raised issue of water storage having previously been discussed several years ago. RNH noted all agreed at the time with landowners however goal posts changed. Couldn't compulsorily purchase because 3 options available. He considered where there is flooding, EA should compensate the landowner rather than purchase the land, which if flooding to that extent once a decade would prove a more cost beneficial approach for the EA.

## Date of Next Meeting

**2020.39** 13 May 2020, 4 November 2020 at Godfreys offices, Elsham. Meeting closed 16:30



**UPDATE** – Owing to the 2020 COVID-19 pandemic, the above meeting was rescheduled to Wednesday, 3 June 2020 with the intention of members attending remotely for reasons of safety.

## **1.4 Matters arising there from not elsewhere on Agenda**

## **1.5 Complaints/FOI/EIR requests**

None received.



## 2. Clerk report

### Recommendations:

- To note the information contained in this report
- To approve co-option of Mr Anyan to the Board (Item 2.1)
- To approve co-option of Mr Douglas to the Board (Item 2.1)
- To approve the Standing Orders of the Board (item 2.2)
- To approve resolution (item 2.5)

### 2.1 Elected Member Vacancy

Mr J Anyan has been proposed co-opted onto the Board able to represent the Bishopsbridge area of the District by Mr Barton.

Mr R Douglas has written to the Board requesting to become a Board Member. The Board can decide to co-opt Mr Douglas to fill the final vacancy.

### 2.2 Policy

The Board's Standing Orders have been updated in accordance with Defra guidelines, namely, that Board meetings can take place virtually. The Standing Orders are at Appendix A and require formal approval by the Board.

### 2.3 Legislation

#### 2.3.1 DRAFT National Flood & Coastal Erosion Risk Management Strategy

The Environment Agency is revising the national flood and coastal risk management strategy which was out to consultation 2019. It plans to publish the revised strategy in spring 2020. This was a key commitment outlined in the government's 25-year environment plan.

### 2.4 Humber Flood Risk Management Strategy – Humber 2100+

A workshop was held in March, attendees included EA, IDBs, NFU, RSPB, Wildlife Trusts, University of Hull and several other organisations.

The 3 strategic approaches of

- Managing the tide
- Adapting to the tide
- Keeping out the tide

were considered in terms of the scenario development principles which align with the overall strategy objectives and the sustainability assessment criteria.

The principles are:

- Flood Risk & Resilience - (flood risk now and in the future)
- Climate adaptation and mitigation - (flood risk now and in the future)
- Technical feasibility
- Economics & funding



- Place & Community
- Connectivity
- Water environment
- Economic development – (Spatial land use opportunities and constraints)
- Sustainable agriculture – (Spatial land use opportunities and constraints)
- Cultural heritage
- Habitat & biodiversity – (Spatial land use opportunities and constraints)
- Key infrastructure – (Spatial land use opportunities and constraints)

The United Nations Sustainable Development Goals informed the principles as well as the Climate Change Act 2008 and the 2019 amendment, the government's 25-year Environment Plan, the draft National F&CERMS, the Agency's eMission2030 and carbon ambitions to achieve Net Zero.

Attendees were advised of areas of moderate risk, key areas of significant and very significant flood risk and substantial areas at risk considered to be amongst the most deprived across multiple measures as of 2021 and then considered the current predicted future risk to 2021 in terms of sea level rise, % increase in peak fluvial flows, % more rainfall predicted.

EA modelling highlighted estuary interconnectivity therefore the need to take an estuary wide approach. Matters considered were associated with large-scale flood storage inland in specific and different places and large-scale flood storage downstream of the Humber Bridge. Also considered was the impact of raising defence levels in specific places, flood storage within the tidal rivers and tide-locking influences on inland flood risk.

Large scale storage, dependent upon the site chosen, lowered water within the estuary and reduced flood risk elsewhere; different places had quite different localised effects. Flood storage below the Humber Bridge had a negligible effect until 2046 when sea levels had risen more.

Raising defences estuary wide had the negative effect of increasing levels upstream on the tidal rivers and communities far upstream on the tidal rivers would be impacted.

Consideration was given to technical feasibility as well as the case for economics and funding, which highlighted the need for additional Partnership Funding which in turn unlocked further national investment.

Consideration was given to the siting of a tidal barrage across the Estuary in several places and the effect on tidal surge and upstream flood water. Siting of a tidal barrage across the Trent and Ouse were also part of the considerations.

Attendees were also asked to think the unthinkable, particularly in terms of a business as usual H++ climate change scenario.

The EA project team will now begin the complex task of formalising, analysing and summarising the outputs of these sessions. From now through to May, the results will be reviewed by different levels of the Humber2100+ project governance groups. Once this process has been completed, the Agency hopes to share a full workshop summary with all attendees, probably early June.

A lot of the material shared yesterday, including interim modelling results, is sensitive and/or still under review. The Agency requests this information is not shared outside the Humber FRMS partnership until they have produced the final workshop summary.

It is the Agency's expectation that much of the information shared at the workshops will ultimately be made public as part of the first round of consultation later this year.



## **2.5 Employee's Remuneration**

The Board are asked to consider employee annual salary increase of 2.5% in line with the RPI increase. This would be backdated to 1<sup>st</sup> April 2020.

## **2.6 Association of Drainage Authorities**

Nothing to Report.

## 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 2020
- 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 31 March 2020: -

	£	£
Balance Brought forward at 1 April 2019		577.69
<b>2019/2020 Drainage Rates and Special Levies</b>		
Drainage Rates		352,315.15
<b>Special Levies</b>		
North Lincolnshire Council	206,608.00	
West Lindsey District Council	18,828.00	225,436.00
<b>Total Drainage Rates Due</b>		<b><u>578,328.84</u></b>
<b>Less Paid: -</b>		
Drainage Rates		352,156.44
North Lincolnshire Council	206,609.00	
West Lindsey District Council	18,828.00	225,437.00
<b>Total Drainage Rates Paid</b>		<b><u>577,593.44</u></b>
<b>Irrecoverables &amp; Adjustments</b>		<b>-247.72</b>
<b>Balance Outstanding as at 31 March 2020</b>		<b><u>487.68</u></b>

### 3.2 Audit

#### 3.2.1 Internal Audit

The Internal Audit is currently under way. The report will be distributed to members as soon as it is complete.

#### 3.2.2 External Audit

Nothing to report.

### 3.3 Annual Governance and Accountability Return (AGAR) Section 1 – Annual Governance Statement 2019/20

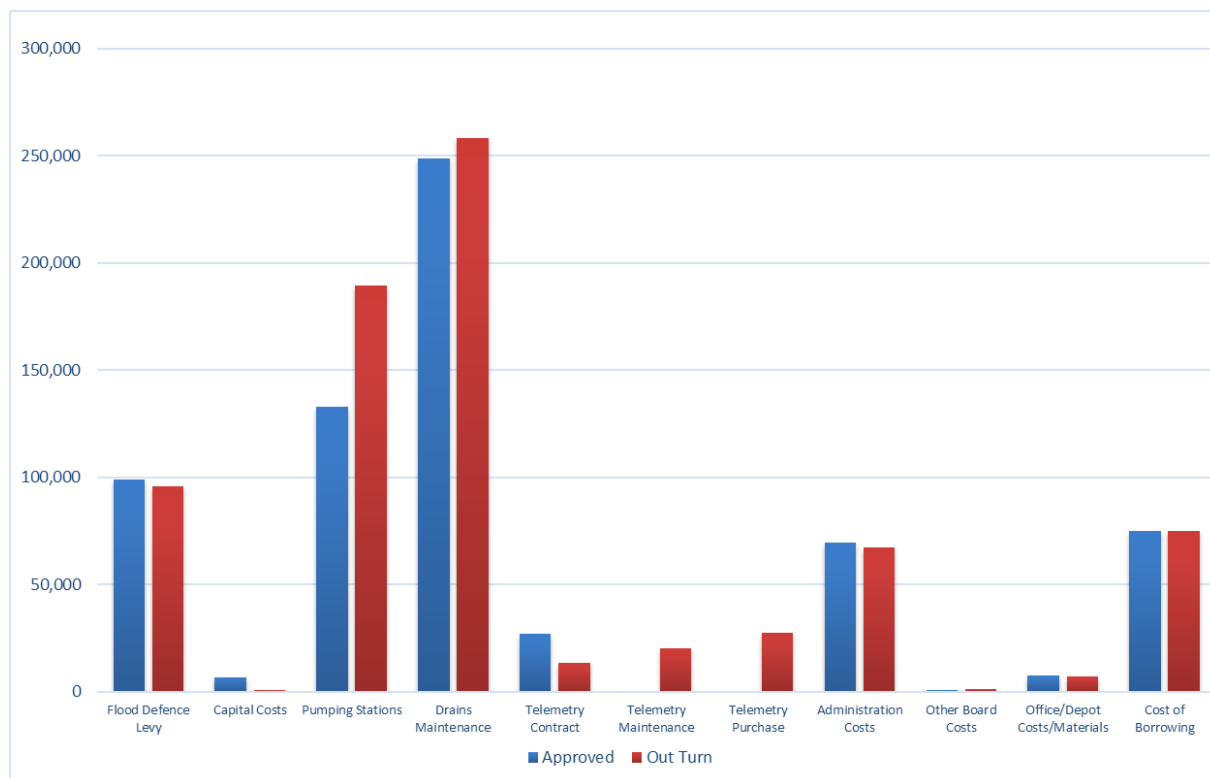
Members are asked to review and approve Section 1 of the AGAR which can be viewed at Appendix B.



### 3.4 Accounts for the Year Ending 31 March 2020

The Board's accounts (partially audited) for the year ending 31 March 2020 are included as a separate item in your pack.

### 3.5 Budget Comparison for the Year Ending 31 March 2020



### 3.6 Annual Governance and Accountability Return (AGAR) Section 2 – Financial Statements 2019/20

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



### 3.7 Five Year Budget Estimate

The five-year forecast of income and expenditure is shown below.

<b>Ancholme IDB</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>2020/21</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
<b>Revenue Account</b>	<b>App Budget</b>	<b>Estimated Out Turn</b>					
	<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME</b>							
Drainage Rates - Land (AV) : £2,818,508	352,314	352,314	380,499	408,684	436,869	450,961	465,054
Levies North Lincolnshire Council - (AV) £1,652,868	206,609	206,609	223,137	239,666	256,195	264,459	272,723
Levies West Lindsey District Council - (AV) £150,796	18,850	18,850	20,357	21,865	23,373	24,127	24,881
Interest etc.	70	70	100	100	100	500	500
Contribution from S&GWMB	17,340	17,340	17,687	18,041	18,401	18,769	19,145
Rental Income	1	1	1	1	1	1	1
Telemetry Income	16,639	16,639	0	0	0	0	0
Other Contributions	66,764	66,764	35,000	35,700	36,414	37,142	37,885
<b>TOTAL INCOME</b>	<b>678,586</b>	<b>678,586</b>	<b>676,781</b>	<b>724,056</b>	<b>771,353</b>	<b>795,960</b>	<b>820,189</b>
<b>EXPENDITURE</b>							
Flood Defence Levy	95,976	95,976	96,936	97,905	98,884	99,873	100,872
<b>NEW WORKS</b>							
<b>Contingency Planning</b>							
Capital	6,564	0	0	0	0	0	0
<b>Cost of Borrowing</b>	<b>74,792</b>	<b>74,792</b>	<b>74,792</b>	<b>71,168</b>	<b>67,545</b>	<b>60,405</b>	<b>60,405</b>
Other Board Shares	850	850	900	950	950	1,200	1,200
Depot/Office Costs	7,660	7,660	7,813	7,969	8,129	8,291	8,457
Maintenance	277,028	277,028	282,569	288,220	293,984	299,864	305,861
Administration	71,105	71,105	72,527	73,978	75,457	76,966	78,506
Pumping Stations	155,201	155,201	158,305	161,471	164,701	167,995	171,354
Telemetry Maintenance	26,000	26,000	0	0	0	0	0
Telemetry Purchase	0	0	0	0	0	0	0
Telemetry Contract	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURE</b>	<b>715,176</b>	<b>708,612</b>	<b>693,842</b>	<b>701,661</b>	<b>709,650</b>	<b>714,594</b>	<b>726,655</b>
Surplus (Deficit) on Year	(36,591)	(30,027)	(17,061)	22,395	61,703	81,366	93,534
Balance Brought Forward	230,596	248,573	218,546	173,354	167,618	201,190	254,424
<b>Balance</b>	<b>194,006</b>	<b>218,546</b>	<b>201,486</b>	<b>195,749</b>	<b>229,321</b>	<b>282,555</b>	<b>347,958</b>
Capital Account Balance transfer	0	0	28,131	28,131	28,131	28,131	101,273
<b>Balance to Carry Forward</b>	<b>194,006</b>	<b>218,546</b>	<b>173,354</b>	<b>167,618</b>	<b>201,190</b>	<b>254,424</b>	<b>246,685</b>
Reserve Policy Target 30%	27.13%	30.84%	24.98%	23.89%	28.35%	35.60%	33.95%
AV: £4,622,172							
Penny Rate: £46,222							
Rate in £	12.50p	12.50p	13.50p	14.50p	15.50p	16.00p	16.50p
Inc./Dec. from Previous Year	no change	no change	1.00p inc.	1.00p inc.	1.00p inc.	0.50p inc.	0.50p inc.
Rate in £ Inc./Dec. from Previous Year	no change	no change	8.00% inc.	7.41% inc.	6.90% inc.	3.23% inc.	3.13% inc.



Year Ending	2020/21	2021/22	2022/23	2023/24	2024/25
<b>Capital Account</b>					
	£	£	£	£	£
<b>INCOME</b>					
PWLB Loan		500,000			
Environment Agency - Grant in Aid	270,000	0			
Local Enterprise Partnership Contribution					
Environment Agency - Highland Water Contribution		0			
Other Contributions					
Transfer from Revenue Account	0	28,131	28,131	28,131	28,131
<b>TOTAL INCOME</b>	<b>270,000</b>	<b>528,131</b>	<b>28,131</b>	<b>28,131</b>	<b>28,131</b>
<b>EXPENDITURE</b>					
<b>NEW WORKS</b>					
Hibaldstow PS Scheme R		500,000			
Broughton PS Scheme R					
Thirty Foot PS Scheme R					
Island Carr PS Scheme R					
Whitton Carr PS Scheme R					
Worlaby Carr PS Scheme R					
Cadney PS Scheme R					
Brimmer Beck PS Scheme R					
Appleby PS Scheme					
North Kelsey PS Scheme B					
South Kelsey PS Scheme B					
Waddingham PS Scheme B					
Candley Beck PS Scheme B					
Bentley Farm PS Scheme R					
Redbourne Hayes PS Scheme R					
Fulseas PS Scheme R					
North East Area Outfalls					
Telemetry					
Hibaldstow PS Asset Inspection	50,000				
Hydraulic Modelling	220,000				
Cost of Borrowing		28,131	28,131	28,131	28,131
<b>TOTAL EXPENDITURE</b>	<b>270,000</b>	<b>528,131</b>	<b>28,131</b>	<b>28,131</b>	<b>28,131</b>

### 3.8 Schedule of Payments

All payments made since those reported to the Board at the previous meeting.

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					PAYMENT	
2019					£	
Dec	16th	120-1,133	ID Spares & Services Ltd	Pumping Station Maintenance	1,222.38	*
		132	Skid-Inc	Telemetry System Installation Costs	750.00	*
		127,131	Schofield Sweeney	Legal Advice, Controlstar Systems, etc.	2,958.06	*
		152	Nat West Business Card	Business Card - Fuel	262.07	*
				- Depot Stationery	30.71	*
		115	3 Business Services	Mobile Broadband - Initial Payment	460.61	*
		-	NatWest	Bankline Fees	24.05	*
		-	HMRC	PAYE/NI	991.59	*
	19th	117-9,130	Andrews Sykes	Pump Hire at Low Farm	5,179.49	
		124-6	N E Davis Plant Hire	Flood Recover Costs	12,701.64	
		128,135	Perry's Pumps Ltd	Waddingham PS - Pump Recommissioning, etc.	7,893.60	
		-	Employee	Wages	2,561.49	*
		-	B&CE Holdings	Pension Contributions	232.17	*
	20th	122	Woldmarsh Producers Ltd	Supply to Radbourne PS	1,757.77	*
				Supply to Fulseas PS	162.48	*
				Supply to Waddingham PS	137.48	*
				Supply to Carr Drain PS	1,139.12	*
				Supply to Worlaby PS	3,546.95	*
				Supply to North Kelsey PS	1,640.24	*
				Supply to Appleby PS	741.83	*
				Supply to Broughton Carr PS	1,174.28	*
				Supply to Cadney PS	1,189.57	*
				Supply to South Kelsey PS	2,316.54	*
				Supply to Waddingham PS	2,105.81	*
				Supply to Hibaldstow PS	1,091.64	*
				Supply to Depot PS	210.97	*
				Supply to Nettleton Beck PS	19.15	*
				Supply to Waddingham PS	-299.59	*
				Supply to Bentley Farm PS	487.92	*
				Supply to 30' PS	743.64	*
				Carr Drain PS - Meter Operator	576.00	*
				Witham Oil & Paint - Grease, etc.	1,629.02	*
	31st	134	O2 (UK) Ltd	Mobile Telephone	18.92	*
		-	NatWest	Bank Fees	6.30	*
2020						
Jan	2nd	4	North Lincolnshire Council	Business Rates	113.00	*
	13th	139	3 Business Services	Mobile Broadband	464.93	*
	15th	153	Nat West Business Card	Business Card - Fuel	351.86	*
		-	NatWest	Bankline Fees	25.40	*
	16th	140	ADA	Annual Subscription	3,583.20	*
		137-8	Andrews Sykes	Pump Hire at Low Farm	2,617.06	*
		142	Danvm Drainage Commissioners	Mobile Platform Hire, etc.	531.30	*
		145	DDM Agriculture	Depot Rent	937.50	*
		141	Humber Nature Partnership	Membership Fees	216.00	*
		136	Skid-Inc	Telemetry System Installation Costs	180.00	*



		147	WH Strawson	Intruder Alarm System Maintenance	134.99	*
		-	Employee	Wages	2,561.29	*
		-	HMRC	PAYE/NI	774.33	*
		-	B&CE Holdings	Pension Contributions	232.17	*
17th		146	Glanford Beet Ltd	Maintenance	7,236.50	
		144	JBA Consulting	1/4 Salary & Expenses	12,690.20	
20th		143	Woldmarsh Producers Ltd	Supply to 30' PS	2,145.40	*
				Supply to Appleby PS	3,134.11	*
				Supply to Bentley Farm PS	1,307.76	*
				Supply to Brimmer Beck PS	169.83	*
				Supply to Broughton Carr PS	3,619.56	*
				Supply to Cadney PS	2,735.83	*
				Supply to Carr Drain PS	3,521.17	*
				Supply to Fulseas PS	243.79	*
				Supply to North Kelsey PS	4,395.11	*
				Supply to Redbourne PS	4,675.02	*
				Supply to South Kelsey PS	5,000.68	*
				Supply to Waddingham PS	3,141.02	*
				Supply to Worlaby PS	12,620.29	*
				Farmstar - Tools & Equipment	22.68	*
		123	Information Commissioner	Data Protection Registration	35.00	*
27th		149	BT	Line to Employee Home	97.79	*
29th		151	O2 (UK) Ltd	Mobile Telephone	18.44	*
31st		150	BT	Line to Depot	206.30	*
		-	NatWest	Bank Fees	10.15	*
Feb	3rd	148	Crystal Ball Ltd	Vehicle Tracking	70.20	*
	13th	157,159	Andrews Sykes	Pump Hire at Low Farm	2,736.02	*
		156	3 Business Services	Mobile Telephone	187.00	*
		-	Employee	Wages	3,345.49	*
		-	HMRC	PAYE/NI	774.53	*
		-	B&CE Holdings	Pension Contributions	308.17	*
17th		-	NatWest	Bankline Fees	24.95	*
18th		169	Nat West Business Card	Business Card - Fuel	449.64	*
20th		160	Woldmarsh Producers Ltd	Supply to Carr Drain PS	1,292.90	*
				Supply to Fulseas PS	188.25	*
				Supply to Bentley Farm PS	538.90	*
				Supply to 30' PS	658.82	*
				Supply to Worlaby PS	4,763.02	*
				Supply to North Kelsey PS	1,543.30	*
				Supply to Appleby PS	1,106.44	*
				Supply to Broughton Carr PS	1,849.91	*
				Supply to Cadney PS	1,113.23	*
				Supply to South Kelsey PS	1,571.78	*
				Supply to Radbourne PS	1,540.02	*
				Supply to Waddingham PS	1,775.10	*
				Supply to Candley Beck PS	1,614.25	*
				Supply to Island Carr PS	239.47	*
				Membership Fees	920.11	*
25th		154-5	JBA Consulting	Fee Accounts - Telemetry System	15,672.22	
		162-3	N E Davis Plant Hire	Refuelling Pumps at Low Farm	3,508.80	
28th		-	NatWest	Bank Fees	8.05	*



Mar	2nd	158	Public Works Loan Board	Loan Repayment	37,396.25	*
		161	O2 (UK) Ltd	Mobile Telephone	18.44	*
	5th	164,187-8	Andrews Sykes	Pump Hire at Low Farm	2,282.13	*
		168	Iris Business Software Ltd	Payroll Software Licence	1,221.60	*
	6th	-	HMRC	PAYE/NI	1,112.32	*
	9th	192-204	ACS Electrical Engineering Services	Pumping Station Maintenance	13,599.26	
		165-7,189-90	N E Davis Plant Hire	Maintenance	64,516.81	
	12th	-	Employee	Wages	2,561.29	*
		-	B&CE Holdings	Pension Contributions	232.17	*
			NatWest	Bankline Fees	22.25	*
	16th	219	Nat West Business Card	Business Card - Fuel	337.41	*
				WNS Electrics Ltd - Alternator	358.66	*
				Halfords - Bulbs, etc.	41.80	*
		170	3 Business Services	Mobile Broadband	219.23	*
	20th	191	Woldmarsh Producers Ltd	Supply to Fulseas PS	184.59	*
				Supply to Worlabby PS	2,963.82	*
				Supply to 30' PS	416.11	*
				Supply to Bentley Farm PS	391.61	*
				Supply to Carr Drain PS	747.04	*
				Supply to North Kelsey PS	793.01	*
				Supply to Appleby PS	713.81	*
				Supply to Broughton PS	1,421.24	*
				Supply to Cadney PS	611.46	*
				Supply to South Kelsey PS	799.86	*
				Supply to Radbourne PS	829.51	*
				Supply to Waddingham PS	977.78	*
				Supply to Hibaldstow PS	5,151.89	*
				Supply to Depot PS	791.47	*
				Supply to Nettleton Beck PS	69.79	*
				Witham Oil & Paint - Grease	921.07	*
				Farmstar - Battery	114.80	*
	23rd	171-86	ID Spares & Services Ltd	Pumping Station Maintenance	15,942.31	
	31st	211	O2 (UK) Ltd	Mobile Telephone	18.44	*
		-	NatWest	Bank Fees	5.00	*
Apr	1st	6	North Lincolnshire Council	Business Rates	112.70	*
	8th	209	ADA	Contribution to Water Resources East	169.66	
		205	AF Dowson & Sons	Pump Removal at Low Farm	360.00	
		215-6	Andrews Sykes	Pump Hire at Low Farm	2,572.18	
		210	Crystal Motor Group	Vehicle Tracking	337.72	
		213-4	N E Davis Plant Hire	Maintenance, etc.	12,218.50	
		212	NPower (Equip Lease - 30')	30' PS - Meter Operator Service	536.40	
		-	HMRC	PAYE/NI	774.53	
	9th	-	Employee	Wages	2,560.49	
		-	B&CE Holdings	Pension Contributions	232.17	*
	14th	208	3 Business Services	Mobile Broadband	221.92	*
	15th	-	NatWest	Bankline Fees	23.15	*
	16th	-	Nat West Business Card	NatWest Business Card - Fuel	250.12	*
				Euro Car Parts - Exhaust Fitting	13.44	*
				Home Bargains - Depot Stationery	18.52	*
	20th	1	Beaumont Solutions Ltd	Timesheet Module 1.4.20 to 30.6.20	162.00	
		206-7	Ellgia Ltd	Skip Hire	2,968.29	





		2	JBA Consulting	1/4 Salary & Expenses	12,868.67	
		218	Solo Protect Ltd	Lone Worker Monitoring 1.4.20 to 31.3.20	359.28	
		217	Woldmarsh Producers Ltd	Supply to Carr Drain PS	1,695.13	*
				Supply to 30' PS	918.42	*
				Supply to Redbourne PS	1,599.02	*
				Supply to Waddingham PS	1,721.74	*
				Supply to North Kelsey PS	1,661.88	*
				Supply to Fulseas PS	177.53	*
				Supply to Bentley Farm PS	538.14	*
				Supply to Worlaby PS	5,302.79	*
				Supply to Appleby PS	1,185.28	*
				Supply to Broughton Carr PS	1,843.75	*
				Supply to South Kelsey PS	1,643.63	*
				Supply to Cadney PS	1,117.32	*
				Supply to Brimmer Beck PS	237.07	*
				Witham Oil & Paint - Hydraulic Oil	55.00	*
				Farmstar - Engine Oil	29.12	*
	27th	3	BT	Line to Employee Home	81.60	*
	29th	7	O2 (UK) Ltd	Mobile Telephone	18.94	*
	30th	-	NatWest	Bank Fees	8.05	*
May	1st	5	Crystal Ball Ltd	Vehicle Tracking	70.20	*
		4	BT	Line to Depot	218.06	*
		6	North Lincolnshire Council	Business Rates	115.00	*
	7th	220	Danvm Drainage Commissioners	Cardnet Fees, Payroll Costs, etc.	111.31	
		10	DDM Agriculture	Depot Rent	937.50	
		9	ID Spares & Services Ltd	Waddingham PS - Weedscreen Cleaner Maint.	846.48	
		12	NPower (Equip Lease - Worlaby)	Worlaby PS - Meter Operator	474.00	
		221	RJ & AE Godfrey	Meeting Room Hire	185.46	
		8	SmartWater Technology	Licence Renewal	1,440.00	
		-	Employee	Wages	2,560.49	
		-	B&CE Holdings	Pension Contributions	232.17	*
			<b>Total</b>		<b>404,783.18</b>	
			<b>* Total amount of direct debits, standing orders and payments approved by the Clerk only</b>		<b>203,399.39</b>	



## 4. Engineer's Report

### Recommendations

- Item 4.1.3 – Progress Telemetry Supplier approach with IDB Task & Finish Group (Minute 2020.25)
- Item 4.1.5 – Board agreement to pursue Planning Application and delegated powers to Chairman and Vice Chairman for Low Farm access track
- Item 4.1.8 – Delegated Powers to Chairman and Vice Chairman to review and approve a 12-month 2020/21 Gravity Maintenance Contract.
- To note the information contained in this report.

### 4.1 Asset Management

#### 4.1.1 Hydraulic Modelling

The Board have received approval of their grant application for £220,000 for their Hydraulic Model of the district from the Environment Agency. Tender specifications are currently being prepared for open tender procurement.

The final version of the EA Main River model is expected around September 2020.

#### 4.1.2 Hibaldstow Pumping Station refurbishment

The Board have received approval of their grant application for £50,000 for an Intrusive Asset Inspection from the EA. Tender specifications are to be prepared.

#### 4.1.3 Telemetry

The existing system remains operational and functioning very well. No issues have been reported by any of the users.

7 potential suppliers have been identified and are to be approached for expressions of interest.

The intention is for each supplier with an interest to present their system via video conference, and then suppliers considered will then be asked to quote for the Works and Services.

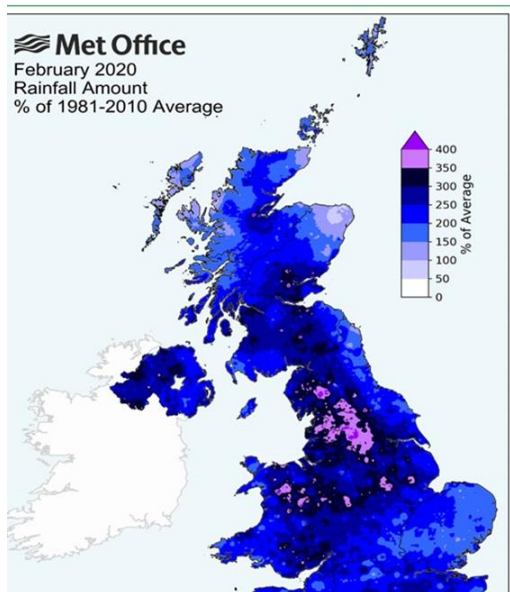
This will include replacement hardware within pumping stations including sensors, as well as software to monitor and control pumping stations and water level management across the Drainage District.

There may be Local Levy support for this change project as we move forwards.

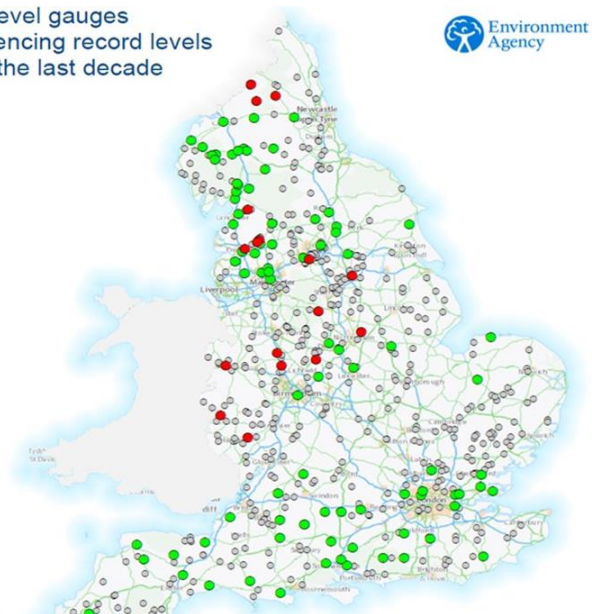
#### 4.1.4 Water Level Management

Rainfall figures collected by the IDB since November 2019 were 152mm November, 55mm December, 32mm January, 93mm February, 12.8mm March, and 9mm April.

The EA Executive Director of Flood & Coastal Risk Management, John Curtin, held an evening lecture on the past, present and future flooding in England which highlighted recent floods as well as 1953 and gave the following snapshot of February 2020 Rainfall.



River level gauges  
experiencing record levels  
within the last decade



The lecture concluded with the following statement:



#### 4.1.5 Low Farm Outfall

Quotations for the track are being returned by Sweetings Bros and N.E. Davis.

Woldmarsh were to seek alternative pump quotations for comparison moving forwards.

We approached North Lincolnshire Council to determine the works as permitted development as associated with the watercourse, maintenance etc. however, it was determined that Planning Permission is required for the track as it is not strictly in, on or under a watercourse.

The Planning Application could be progressed on a time charged basis and survey for track may also be required which would also support any details required by the EA in relation to works adjacent the flood defence.

The Board is asked to agree to a Planning Application submission and delegate powers to the Chairman and Vice Chairman to progress the Planning Application.



#### **4.1.6 Pumping Stations**

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

#### **4.1.7 Inverted Syphons**

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

#### **4.1.8 Maintained Ordinary Watercourses**

##### **Watercourse Maintenance 2019/20**

N. E. Davis Contractor will continue to maintenance within all Pumped Catchments. We have been advised to Direct Award for Gravity Catchments for 12 months and then re-tender for Gravity Catchments in 2021.

We have now received 2 alternative costs for flailing & deweeding in the Gravity Catchments and 1 alternative for flailing only.

The returned quotations are to be reviewed and presented to the Chairman and Vice Chairman for approval with delegated powers of the Board.

After this 12-month period the Gravity Catchment maintenance is to go to open tender in 2021 for an 8 year contract, subject to the performance, and to align with the end date of Pumped Catchment contract.

#### **4.1.9 Main River**

##### **Environment Agency (EA) Systems – General**

The Chairman, Vice Chairman, Clerk and Engineer held a virtual meeting with the EA as a follow up to the presentation from the last Board Meeting. Confirmation was received that:

- Weedcutting was now complete on both East and West Drain
- West Desilting is awaiting a survey that has been delayed due to Covid 19
- Bushing on East drain was also complete
- Other routine maintenance works are not being impacted by Covid 19
- Works to the lockgates at Ferriby have been put on hold until the restrictions are lifted.
- River Ancholme at Bishopbridge – this has been cleared down to the weir. Clearance works have also taken place on the River Rase

Maintenance programme this year includes the Low Risk Systems in the Ancholme Valley including Skegger Beck. A link to the programme will be sent to members once it has been received.

##### **South Ferriby Embankment**

Virtual meetings have been held with the EA and J N Bentleys regarding the general arrangement of the new culvert inlet and kiosk. Access to the Fulseas Drain is the priority maintaining a 6 metre easement from watercourse bank top.

The non-return valve for the culvert is still to be determined to ensure that any increase in upstream water levels is minimised to avoid injury to upstream owner/occupiers. J N Bentley have undertaken additional survey on Fulseas to identify field under-drainage pipe inverts.

A Public Sector Cooperation Agreement is to be proposed by the EA to set out maintenance arrangements for the new inlet trash screen moving forwards



## **4.2 Planning, pre-application advice, and consents**

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

1 No consent required consideration on behalf of the Board to 20 May 2020

### **4.2.2 Extended District Consents (Land Drainage Act 1991 Section 23)**

5 No. consents have been issued on behalf of Lincolnshire County Council between 17 December 2019 and 20 May 2020.





## 5. Health, Safety and Wellbeing

### Recommendation:

- To note the information contained in this Report

### 5.1 Board Employee

#### 5.1.1 Accident, incidents and near misses

Nothing to report.

#### 5.1.2 COVID-19 and Essential Worker Letters

Essential Worker Letters have been Issued to the IDB Employee and Board Contractor.

During the current outbreak all JBA offices remain open and we continue to deliver our services. However, we have adopted flexible working with remote working from home. We will be receiving and reading email as normal but we may not always be available directly on the office number.

Electrical and other pumping station inspections continue following Government guidelines.

#### ***Essential Activities***

- The IDBs most essential activity is to permit flow (however, this is permissive and not a duty) as well as reduce flood risk.
- IDBs fall within 3 of the Government criteria for essential workers; local government, food and utilities.
- For on-going construction sites IDBs may be required to attend site to facilitate safe closure / handover following Government safety guidelines on social distancing. Use of technology such as FaceTime, Skype or Teams could be used where feasible, or phone call and pictures.
- For obstructions to flow; landowners / residents could also follow the above before determining whether a site visit is essential.
- Pump stations should be monitored via telemetry and visits to pump stations limited to once a week accept if an asset fails.
- Critical locations / grids could be monitored on a regular basis (as well as obstructions) Additional visits only where essential; prior to a potential rainfall event, reacting to an obstruction to flow that may or is causing injury, works to remove an obstruction, works to reduce flood risk and prevent an obstruction.





## 6. Environmental Adviser's Report

Nothing to report.

## 7. Representation

Officers have represented the Board at the following fora:

Environmental	Flood Risk Management	Other
Humber Estuary Relevant Authorities Group (HERAG)	Humber Flood Risk Management Steering Group	
Comprehensive Review Humber Strategy	Partnership Approach to Catchment Management (PACM)	
Humber Nature Partnership Board		

## 8. Any Other Business by Leave of The Chairman

## 9. Date of Next Meeting

4 November 2020  
at Godfreys Offices, Elsham Top.



## **10. APPENDIX A – Standing Orders**

A copy of the draft Standing Orders can be found over the following pages.



# Ancholme

## Internal Drainage Board

**RULES made by the Ancholme Internal Drainage Board with the approval of the Secretary of State under Paragraph 3(1) of the Second Schedule to the Land Drainage Act, 1991. The relevant statutory provisions governing the proceedings of an Internal Drainage Board are set out in the Annex to these Rules for reference purposes**

### ***Regulations as to Proceedings***

1. Meetings of the Board, will be open to the public and press who will on the invitation of the Chairman be able to speak at the meeting. The Board can name a resolution to exclude the public and/or press from a meeting or part thereof:-
  - (a) Every third year, following an election of members, the Board will hold a meeting at which the election of Chairman and Vice Chairman will be made.
  - (b) The Board will hold a meeting at which the drainage rate and special levies will be set to enable the latter to be served on the special levy council by no later than the 15<sup>th</sup> February in respect to the following financial year.
  - (c) In the event of the need for an emergency meeting the notice will be waived.
2. For each meeting, other than one arranged as an emergency meeting, members will receive an Agenda and any accompanying papers by post or other means despatched at least seven days before the meeting.
3. No business shall be transacted by the Board, other than that which appears on the Agenda, unless 75% of the members present agree to any such additional issue being discussed.
4.
  - (a) A formal meeting of the Board cannot be conducted unless one third of the current members are present at the start of and during the meeting (currently eight). If departures reduce the number below this then the Chairman will terminate the meeting at that point.
  - (b) All resolutions and proposals will be decided by a majority of votes of the members present.
  - (c) In the case of an equality of votes at any meeting, the Chairman for the time being of such meeting shall have a second or casting vote.
5. The Board shall meet at a venue to be determined from time to time with such venue being confirmed in the agenda for that meeting.
6. The Board shall, as soon as they conveniently can, appoint a Chairman and Vice-Chairman. The term of office of such Chairman and Vice Chairman shall continue until the first meeting of the Board after the next election following his appointment
7. If any vacancy occurs in the office of Chairman or Vice-Chairman, the Board shall as soon as they conveniently can after the occurrence of such vacancy, choose some one of their number to fill such vacancy.
8.
  - (a) At any meeting of the Board, the Chairman if present, shall preside.
  - (b) If the Chairman is absent from a meeting of the Board, the Vice-Chairman, if present, shall preside.
  - (c) If at any meeting of the Board both the Chairman and Vice-Chairman are not present at the time the members present shall choose from someone of their number to be Chairman of such meeting.



# Ancholme

## Internal Drainage Board

9. The Board shall cause Minutes to be made of all meetings and recorded in an appropriate form:-
- (a) of all appointments of Officers made by the Board
  - (b) of the names of the members present at each meeting of the Board and Committees or Sub-Committees of the Board
  - (c) of all orders made by the Board and Committees or Sub-Committees of the Board, and
  - (d) of all resolutions and proceedings of meetings of the Board and of Committees or Sub-Committees of the Board

The Board will approve, with or without amendments, the minutes of the preceding meeting and these will be duly signed by the Chairman together with any financial statements presented at the meeting

10. All proceedings, resolutions and reports of every Committee or Sub-Committee intended to be laid before the Board shall be circulated among the members of the Board at least seven working days before the meeting of the Board at which the same are to be submitted

### ***Committees or Sub-Committees***

11. The Board may appoint such Committees or Sub-Committees as they think fit but all acts of any Committee or Sub-Committee shall be subject to the approval of the Board unless the Board has delegated its powers to that Committee or Sub-Committee to deal with specific issue
12. A Committee or Sub-Committee may elect a Chairman of their meetings. If no such Chairman is elected, or if he is not present, the member present shall choose from one of their number to be Chairman of such meeting.
13. A Committee or Sub-Committee may meet and adjourn as they think proper. Proposals at any meeting shall be determined by a majority of votes of the members present, and shall be decided by a show of hands. In case of any equal division of votes the Chairman shall have a second or casting vote.
14. Regulations 9 and 10 shall apply to Minutes of Committees and Sub-Committees

### ***Standing Orders***

#### ***Order of Debate***

15. Every proposal or amendment, other than a proposal for the approval of a Committee or Sub-Committee shall be proposed and seconded and shall, if required, be written out and handed to the Chairman who shall read it out before it is further discussed or put to the meeting.
16. The Chairman will invite members to speak on the subject under discussion.
17. Members must declare whether they have an interest in a matter to be discussed, the Chairman then deciding what if any part of the member can take in any ensuing discussion and whether the member can vote.
18. A proposal or amendment once made shall not be withdrawn without the consent of the Board.
19. Every amendment shall be relevant to the proposal to which it is applied.



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## Internal Drainage Board

20. Whenever an amendment upon an original resolution has been proposed and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been dealt with, but notice of any number of amendments may be given.
21. If an amendment is rejected then other amendments may be proposed on the original resolution or proposal.
22. If an amendment is carried the proposal as amended shall take the place of the original proposal and shall become the question upon which any further amendment may be moved.
23. No proposal to rescind any resolution which has been passed within the preceding six months, nor any proposal to the same effect as any proposal which has been negatived with the preceding six months shall be in order unless; (a) notice thereof has been given and specified in the Agenda and (b) the notice bears, in addition to the name of the member who proposed the resolution, the names of two other members; and when such resolution or proposal has been disposed of by the Board, it shall not be competent for any member to propose a similar proposal within a further period of six months.
24. Order 23 shall not apply to proposals which are moved by the Chairman or other members of the Committee or Sub-Committee in pursuance of the report of the Committee.

### ***Common Seal***

25. The Common Seal of the Board shall be kept in some safe place. All deeds and other documents to which the Common Seal of the Board shall require to be affixed shall be sealed in pursuance of the Board, and in the presence of both the Chairman and the Clerk of the Board.
26. Copies of all sealed documents must be retained.

### ***Suspension of Standing Orders***

27. Any one or more of the standing orders, in any case of urgency or upon resolution or proposal made on a notice duly given, may be suspended at any meeting, so far as regards any business at such meeting, provided that 75% of the members of the Board present and voting are in agreement

### **Special Circumstances – Coronavirus \***

28. In relation to any meeting held before 7th May 2021, “presence” at a meeting includes physical attendance and being present through remote attendance. “Remote attendance” means attending or participating in a meeting by electronic means, including by one or more of the following:
  - i) telephone conference,
  - ii) video conference,
  - iii) live webcast,
  - iv) live interactive streaming.



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## Internal Drainage Board

29. In relation to any meeting held before 7th May 2021, regulation 5 is suspended, and the Board shall instead provide members with relevant details to enable members to attend and participate in meetings, including remotely. The board shall provide confirmation of these details in the agenda. For these purposes, "details" includes one or more of the following:
- i) the venue,
  - ii) the availability of a telephone conference facility and the manner of accessing such facility,
  - iii) the availability of a video conference facility and the manner of accessing such facility,
  - iv) the availability of a live webcast facility and the manner of accessing such facility,
  - v) the availability of a live interactive streaming facility and the manner of accessing such facility.

\*Clauses 28 and 29 were added to the Board's proceedings on 17 April 2020.





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## Internal Drainage Board

### STATUTORY PROVISIONS REGARDING THE PROCEEDINGS OF AN INTERNAL DRAINAGE BOARD SET OUT IN PARAGRAPH 3 OF SCHEDULE 2 TO THE LAND DRAINAGE ACT 1991

#### *Proceedings of Internal Drainage Board*

3. (1) An Internal Drainage Board may, with the approval of the relevant Minister, make Rules:-
- (a) for regulating the proceedings of the Board, including quorum, place of meetings and notice to be given of meetings;
  - (b) with respect to the appointment of a Chairman and Vice-Chairman.
  - (c) for enabling the Board to constitute committees; and
  - (d) for authorising the delegation to committees of any of the powers of the Board and for regulating the proceedings of committees, including quorum, place of meetings and notices to be given of meetings.
- (2) The first meeting of an Internal Drainage Board shall be held on such day and at such time and place as may be fixed by the relevant Minister; and the relevant Minister shall cause notice of the meeting to be sent by post to each member of the Board not less than fourteen days before the appointed day.
- (3) Any member of an Internal Drainage Board who is interested in any company with which the Board has, or proposes to make, any contract shall
- (a) disclose to the Board the fact and nature of his interest; and
  - (b) take no part in any deliberation or decision of the Board relating to such contract;

And such disclosure shall be forthwith recorded in the Minutes of the Board.

- (4) A Minute of the proceedings of a meeting of an Internal Drainage Board, or of a Committee of such a Board, purporting to be signed at that or the next ensuing meeting by a describing himself as, or appearing to be, the Chairman of the meeting to the proceedings of which the Minute relates:-
- (a) shall be evidence of the proceedings; and
  - (b) shall be received in evidence with further proof
- (5) Until the contrary is proved –
- (a) every meeting in respect of the proceedings of which a Minute has been so signed shall be deemed to have been duly convened and held;
  - (b) all the proceedings at any such meeting are the proceedings of a committee, the committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute.
- (6) The proceedings of an Internal Drainage Board shall not be invalidated by any vacancy in the membership of the Board or by any defect in the appointment or qualification of any member of the Board.



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Internal Drainage Board

**At the meeting of the Board held on 3rd June 2020 the Board Resolved to accept the foregoing Standing Orders.**

**Signed and Sealed on 3rd June 2020**

..... **Chairman**

..... **Clerk**



## **11. APPENDIX B - Sections of the AGAR**

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

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY ANCHOLME IDB

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 2020, that:

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

\*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 must 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 ORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2019/20 for

ANCHOLME IDB  
ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
<b>1.</b> Balances brought forward	301,011	303,679	<i>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.</i>
<b>2.</b> (+) Precept or Rates and Levies	577,752	577,503	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3.</b> (+) Total other receipts	69,631	122,776	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4.</b> (-) Staff costs	40,798	41,328	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
<b>5.</b> (-) Loan interest/capital repayments	81,746	74,793	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6.</b> (-) All other payments	522,171	639,265	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7.</b> (=) Balances carried forward	303,679	248,572	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments	298,567	238,575	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
<b>9.</b> Total fixed assets plus long term investments and assets	4,680,150	4,778,463	<i>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.</i>
<b>10.</b> Total borrowings	610,926	563,788	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
<b>11.</b> (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 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

DD/MM/YY

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



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