



Goole & Airmyn

Internal Drainage Board

Virtual Meeting

Microsoft Teams

Log-in Instructions to be issued nearer the date

Meeting Papers

Wednesday, 10 February 2021

3:00pm



Shire

Group of IDBs

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Meeting Papers

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Purpose

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1. Governance

Recommendations:

- Note the information contained in this report

1.1 Apologies for Absence

1.2 Declaration of Interest

1.3 Minutes of the Meeting held 7 December 2020

Member	12.2.19	22.5.19	13.11.19	13.02.20	10.06.20	20.10.20	7.12.20
Mrs Rosemary J Webster (Chair)	✓	✓	✓	✓	✓	✓	✓
Mr John Richard Fawbert	✓	✓	✓	✓	✓	A	✓
Mr Graham W Martinson	-	✓	-	-	-	-	-
Mrs Rita Brough	✓	✓	✓	✓	✓	✓	✓
Mr Mally Boatman	✓	✓	✓	✓	✓	✓	✓
Mr Keith Moore (Vice Chair)	A	✓	✓	✓	✓	✓	✓
ERYC							
Mr Brent Huntington	✓	A	✓	✓	✓	✓	✓
Cllr Liz Sargeantson			New -	-	✓	✓	-
Cllr Nick Coultish			New ✓	A	✓	-	-
Cllr David Jeffreys			New ✓	A	✓	Unable to access	-
Cllr Barbara Jeffreys			New ✓	A	✓	Unable to access	-
Cllr Anne Handley			New ✓	A	✓	-	A

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

Craig Benson (Clerk)	Clerk
Roger Smith (Engineer)	Eng.
David Blake (Finance Officer)	FO
Janette Parker (Ratings Officer)	RO
Alison Briggs (Environment Officer)	EO
Ben Howlett	BHo

HYDRAULIC MODEL

2020.68. Clerk opened the meeting stating that a presentation on the Hydraulic Model would be given as BHo was in attendance on behalf of JBA Consulting. BHo introduced himself to members then gave a short presentation on the model explaining the data that had been utilised, how the model had been assembled and then showing some results from the various scenario and blockage testing that had then been undertaken. He added that further works were being considered with the model including providing information for the new Arup/Siemens development, to assess necessary pump station refurbishments and that the EA were interested in acquiring the data for their new National Flood Mapping. Eng. referred to the additional work with the model and the pump station refurbishments stating that there may be an opportunity to decommission two of the current stations and this was being looked into. BH commented on the interesting factors put into the model and asked how they measured the saturation levels.

BHo stated the levels were variable and that the baseline used was for normal conditions with double the levels utilised for extreme conditions. BH queried the actual figures used. BHo referred him to the report provided as couldn't recall exact figures at the time. Clerk thanked BHo for the presentation and he left the meeting.

MANAGEMENT CONTRACT

2020.69. KM advised members that due to technical issues RW had asked him to chair the meeting and he proposed discussing the new Management Contract requesting that Board Officers left the meeting.

2020.70. Board Officers returned to the meeting. Following confirmation on the insurance level and mileage rates, KM stated that he supported the awarding of the new contract to the current incumbents, MB seconded, All members confirmed in favour. BH thanked the Clerk for his very professional services to date. MB queried that, apart from BH, no Councillors were present so would they have grounds to raise any objections. Clerk confirmed not, they had been given the same notice as normal and the only apologies had been received from AH. RB added that the Chair could have made the decision without discussing it with members. Clerk confirmed that the Chair and Vice Chair could have made the decision and asked the Board to ratify later. KM then queried if the Board was currently quorate. EO confirmed it was.

GOVERNANCE

2020.71. Apologies for Absence – A Handley.

2020.72. Declaration of Interest – None.

2020.73. Minutes of Meeting 20 October 2020 – Clerk asked members to confirm acceptance as true record. All in favour.

Matters arising not discussed elsewhere on Agenda

2020.74. Members noted information.

2020.75. FOI/Complaints – Clerk advised that a complaint had been received regarding lack of water in the watercourses confirming that responses had been issued by EO and Eng. with the Chair and Vice-Chair kept informed of the situation.

2020.76. KPI – Clerk confirmed these had been updated following agreement at the last meeting.

CLERK'S REPORT

2020.77. Policy – Information noted.

2020.78. National Flood & Coastal Erosion RMS – Information noted.

2020.79. DEFRA Precept Contributions – Clerk advised that the Flood Defence Levy was being reviewed and that it had become apparent this was calculated in a different way in every region. He added that it may result in increased costs to the Board but that it was still in the early stages and would keep the Board advised.

2020.80. Humber FRMS 2100+ - Information noted with Clerk adding that a number of scenarios were currently being reviewed and would be put out to consultation next year. EO advised that she had attended a recent Liaison Group meeting which noted landowner consultation was required urgently as they would be the ones asked to provide space for water. BH added that all were aware of the strategy for flood cells and asked if discussions had taken place with landowners. EO confirmed not with any specific landowners but that workshops had been held. She added that the ultimate decision on the way forward would be made by Local Authorities, MP's and the EA and that only when decided which option would be pursued would they find out which specific landowners were involved.

Banking

2020.81. Clerk confirmed the actions being taken with regards the Board's bank accounts as stated in the papers then advised that Board approval was required to add David Blake, the Board's new FO, as a signatory to the Mandate. **KM proposed, BH seconded, All in favour.**

Board Membership

2020.82. Clerk reminded members that the Board had difficulty attracting both Elected and Nominated members to the full complement of 25 seats over 3 electoral divisions. He advised it appropriate to reconstitute to 6 Elected members to which the Local Authorities would add 7 reducing the size of the Board to 13, which is what stood at the current time. He advised this would need DEFRA approval and, if agreed, would come into force on 1st November 2021. KM asked if any comments had been received from the absentees. Clerk responded not so **KM proposed that the Board be reconstituted as proposed, All members in favour.**

FINANCIAL REPORT

2020.83. Rating Report – FO confirmed all special levies and 99.3% of the drainage rates had now been collected with the balance outstanding of £33.81 which related to one account and would be pursued in the new year.

2020.84. List of Payments – KM proposed approval of, All in favour.

2020.85. Audit – FO confirmed Audit now complete with no issues and that the Internal Audit Review Meeting had taken place and the minutes were now available on the Shire Group website.

2020.86. Budget Comparison for the Year Ended 2021 – FO took members through the report confirming that all the income that had been budgeted for the year had been received and that expenditure was where it was expected to be. He added that they did expect maintenance and pump station costs to increase especially in light of the £20,000 estimated repair costs for Orchard Cottage pump station.

2020.87. Five Year Budget Estimate – FO took members through the report concluding that the Board were in a very healthy position with 107% in reserves with no increase in rates foreseen for the short to mid-term.

2020.88. Capital Reserve Account – FO advised that the Hydraulic model costs for 2020/21 had been budgeted for in the previous year so whilst making an unbudgeted deficit this financial year a higher brought forward balance meant the Board were in a healthier position than budgeted for. FO confirmed that all PS refurbishments were now on the plan and due to be commenced within the next 5-15 years, so with that in mind £75,000 had been allocated for future asset inspections of the pump stations. MB queried if the £75,000 would cover all the inspections. Eng advised that this was an initial estimate and that he was in the process of obtaining more accurate costings. FO then advised that considerable annual transfers to the Capital Reserve Account will build up funds for the proposed future capital works and mean less borrowing would be needed, therefore saving the Board money in the long term.

2020.89. Electricity Consumption Analysis – FO advised that this information had been included following the request at the last meeting and took members through the graphs provided in the papers. BH queried if the Board was still utilising Woldmarsh and if they were still competitive. FO confirmed they were and that comparisons with other providers were undertaken on a regular basis.

ENGINEER'S REPORT

2020.90. Pump Stations – Eng advised that one of the pumps at Orchard Cottage had been removed for repair with Perry's Pumps advising costs of £15.650 as the damage was not as bad as initially expected. He then requested member approval to proceed at that cost. **KM proposed, RB seconded.** Eng then confirmed that the pump was expected to be back early in the new year but that the remaining two pumps were still operational.

2020.91. Hydraulic Modelling – Eng referred back to the presentation given stating that scenario testing would be continued with a view to reviewing the number of pumping stations within the district.

2020.92. Ordinary Watercourses – Eng confirmed that flail mowing was now 100% complete with excavator work at 75-80% complete.

2020.93. Land Act 1991 Section 23 & 66 (20th Byelaws) Consents – Eng advised that one consent had been granted to Arup & Siemens.

2020.94. LDA 1991, Section 23 Breach – Eng advised that Siemens had installed a fence line along Anderson Road Drain East within the 9 metre byelaw and that he had served notice on them to remove it. MB asked if they did abide by the request to remove would it be sufficient for people to walk round the drain again as he was aware of a number of complaints that no one could access. Eng confirmed not, they would potentially be trespassing as the fence had gone up from a security point as it was now a construction site.

2020.95. Environment Agency NaFRA2 – Information noted.

ENVIRONMENTAL REPORT

2020.96. Legislation – Information noted with EO advising that the only impact to the Board would be in connection with Biodiversity targets as the majority of the Bill was outside of Drainage Board function.

2020.97. Biodiversity Action Plan 2015-2020 – EO confirmed she had been out in the district earlier in the year and, as reported found little evidence of the presence of water voles as the majority of the drains were dry. She added that evidence had been found on Anderson Road drain expressing concerns for that section of watercourse adjacent to the Siemens development and potential for damage and disturbance to occur. EO advised it possible, if as identified by the model, the relatively new watercourse could be diverted and habitat recreated which would be beneficial in terms of both biodiversity and cost savings. MB queried if the watercourses were dry due to the amount of pumping or the fact that there had been little rainfall. EO advised they were naturally dry and the pumps only activated when the water reached a pre-determined level in the sump. MB then advised he shared EO concerns over Anderson Road Drain and agreed with the suggestion of diversion and translocation if funded by the site owner. EO confirmed a consent application to culvert would be forthcoming from the site owners but may be dependent upon the extent of HS2.

2020.98. BH informed members that the Friends of Oakhill had advised that Siemens were collecting newts from the site and relocating them but wouldn't say where to and queried if the EO was aware. EO stated not but that the question could be asked. MB asked if they would need licences as newts were a protected species. EO confirmed they would adding that site consultants had relevant qualified staff in place to undertake this work.

HEALTH & SAFETY

2020.99. Information noted.

REPRESENTATION

2020.100. Information noted.

ANY OTHER BUSINESS

2020.101. BH referred to two EA flood warnings issued on 17th & 18th November coinciding with astronomical high tide reporting that he had been on duty and not noticed anything of significance. However, on the 19th there had been no flood warning but had been unable to admit mechanical engineers to one of the stations because water had risen onto the flood bank. He suspected that water had been released into the catchment from elsewhere upstream and queried if anyone else was aware of this. RS confirmed he had received the warnings but that the comments made were they were not as severe as those received earlier in the year. EO advised she was currently on secondment with the EA and would enquire within the Agency to see whether there were any flood storage reservoirs upstream on the Aire or Ouse whose discharge could have caused the peak as described.

2020.102. Date of next meeting 10 February 2021.

1.4 Matters arising not discussed elsewhere on Agenda

1.5 FOI/Complaints

The Board has received no complaints or FOI requests since the last meeting.

1.6 Board Key Performance Indicators

The table presents a reasonable assessment of Board status.

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

2. Clerks Report

Recommendation:

- Note information contained in the report

2.1 Legislation

Nothing to report.

2.2 Policy

The Board policies have been reviewed. Most require a minor alteration to change the reference to the Clerk or Chairman. The Board's Policy Statement will require changing to reflect the new objectives as detailed in the National Flood & Coastal Erosion Risk Management Strategy.

2.3 Environment Agency

2.3.1 Humber FRMS 2100+

The public consultation will take place in the Spring.

2.4 Banking

2.4.1 Mandate

The Financial Officer has been added to the Bank Mandate as a signatory.

2.4.2 Barclays Dormant Account

The balance of £1,540.57 has now been transferred into the Barclays Savings Account.

2.5 Board Membership

The draft Constitution order has been sent to the Environment Agency who have confirmed that they will deal with the request immediately. However, they have indicated that it is not a quick process.

3. Financial Report

Recommendations:

- To note the information contained in this report
- To approve the schedule of payments
- To approve the Risk Register
- To approve the Budget for the year ending 31 March 2022

3.1 Rating Report

Details of the Rates and Special Levies issued, and payments received up to and including 25 January 2021: -

	£	£
Balance Brought forward at 1 April 2020		NIL
2020/2021 Drainage Rates and Special Levies		
Drainage Rates		5,486.17
Special Levies – East Riding of Yorkshire Council	253,084.00	253,084.00
Total Drainage Rates Due		<u>258,570.17</u>
Less Paid:-		
Drainage Rates		5,452.36
Special Levies – East Riding of Yorkshire Council	253,084.00	253,084.00
Total Drainage Rates Paid		<u>258,536.36</u>
Balance Outstanding as at 25 January 2021		<u>33.81</u>

3.2 List of Payments

Payments made since those reported at the previous meeting:

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					PAYMENT	
2020					£	
Oct	5th	27	Public Works Loan Board	Loan Repayment	3,687.02	*
		-	Lloyds Bank plc	Lloyds Commercial Fees	50.00	*
	14th	31	Vodafone	Telemetry Lines	39.40	*
	19th	-	HSBC	Bank Fees	6.50	*
	20th	-	Lloyds Bank plc	Bank Fees	2.68	*
Nov	2nd	-	Lloyds Bank plc	Lloyds Commercial Fees	50.80	*
	10th	42	Environment Agency	Flood Defence Levy	34,430.00	
		32	Humber Nature Partnership	Membership Fees	126.00	
			JBA Consulting	Fee Accounts: -		
		34		BAP Implementation - Sep 2020	986.22	
		35		Management Fees - Sep 2020	3,586.57	
		36		IDB Modelling Study	4,958.40	
		38-9	LAW Electrical (Selby) Ltd	Electrical Maintenance at Orchard Cottage PS, etc.	2,742.01	
		33	Coxon Brothers	Orchard Cottage PS Access Track Tree Felling	720.00	
		40	PKF Littlejohn LLP	External Audit Fee 2019/20	960.00	
		30,41	Sweeting Brothers Ltd	Maintenance	2,549.64	
		71	The Courtyard	Meeting Expenses	131.15	
	13th	46	Vodafone	Telemetry Lines	39.40	*
	17th	-	Lloyds Bank plc	Bank Fees	1.60	*
	18th	-	HSBC	Bank Fees	6.50	*
	20th	53	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	271.78	*
				Supply to Hook Clough PS	238.67	*
				Supply to Downes Ground PS	530.22	*
				Supply to Southfield Lane PS	70.06	*
				Supply to Potter Grange PS	190.51	*
				Membership Fees	51.98	*
				Error Item - Later Refunded	492.75	*
Dec	2nd	37	BJW Cranes Ltd	Orchard Cottage PS - Crane Hire	1,180.80	
		48-9	F Martinson & Son	Pump Storage, etc.	1,638.00	
		44	JBA Consulting	Management Fees - Oct 2020	5,986.57	
		45,47	Sweeting Brothers Ltd	Maintenance, etc.	12,807.94	
	4th	-	Lloyds Bank plc	Commercial Banking Fees	50.00	*
	16th	50	Vodafone	Telemetry Lines	39.40	*
	19th	-	HSBC	Bank Fees	6.50	*
	21st	54	Woldmarsh Producers Ltd	Supply to Orchard Cottage PS	152.72	*
				Supply to Downes Ground PS	363.22	*
				Supply to Potter Grange PS	75.32	*
				Refund of Error Item	-492.75	*
		-	Lloyds Bank plc	Bank Fees	1.25	*
			Total Amount of all Payments		78,728.83	
			*Total Amount of Direct Debits & Payments Approved by the Clerk Only		5,925.53	

3.3 Audit

3.3.1 Internal Audit

The meeting of the Audit Review Panel was held on 25 November 2019 and the minutes of the meeting can be seen at Appendix A.

3.3.2 External Audit

Nothing to report.

3.3.3 Internal Audit Review Meeting

The Risk Register is attached at Appendix B and requires the Board's Approval.

3.4 Rates, Special Levies and Estimates for the Year Ending 31 March 2022

GOOLE AND AIRMYN INTERNAL DRAINAGE BOARD							
ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2022							
2020/21				2021/22			
Approved Estimate		Estimated Out-Turn				Estimate	
£	£	£	£			£	£
INCOME							
Drainage Rates on District 1:-							
196		196		4.9p in £ on Av of £4,004		196	
Drainage Rates on District 2:-							
5,290		5,290		4.9p in £ on Av of £106,155		5,202	
Special Levies							
East Riding of Yorkshire - District 1							
244,097		244,097		4.9p in £ on Av of £4,981,575		244,097	
East Riding of Yorkshire - District 2							
8,987		8,987		4.9p in £ on Av of £271,778		13,317	
Other Income:-							
20,000		21,242		Department of Transport		20,000	
50	278,620	3,074	282,886	Other Income/Interest etc		250	283,062
EXPENDITURE							
70,926		68,860		Environment Agency Precept		70,926	
7,374		7,374		Board Loans		7,374	
Administration:-							
36,500		35,744		Management Fees		36,816	
18,095		15,730		Other Administration Expenses		17,500	
Works Maintenance:-							
31,500		21,178		Drain Maintenance (Contract)		25,000	
3,500		3,554		Ecology, Biodiversity etc		3,500	
44,975	212,870	60,413	212,853	Pumping Stations		46,324	207,440
	65,750		70,033	Surplus - (Deficit)			75,622
	232,283		268,707	Balance Brought Forward			263,740
	298,033		338,740	Balance			339,362
	75,000		75,000	Transfer to Capital Reserve Account			75,000
	223,033		263,740	Balance Carried Forward			264,362
Previous Years Rates in the £ - 2015/16 : 4.9p - 2016/17 : 4.8p - 2017/18 : 4.8p - 2018/19 : 4.9p - 2019/20 : 4.9p							
2019/20 : 4.9p - 2020/21 : 4.9p							
Penny Rate : £53,635							

CAPITAL RESERVE ACCOUNT						
2020/21				2021/22		
Approved		Estimated				
Estimate		Out-Turn		Estimate		
£	£	£	£	£	£	£
INCOME						
<u>0</u>	0	<u>100</u>	100	Other Income/Interest etc		
				<u>100</u>		100
EXPENDITURE						
0		10,093		Catchment Modelling		
<u>0</u>	<u>0</u>	<u>0</u>	<u>10,093</u>	Pumping Station Asset inspections		
				<u>20,000</u>		<u>20,000</u>
	0		(9,993)	Surplus - (Deficit)		
						(19,900)
	<u>86,637</u>		<u>125,219</u>	Balance Brought Forward		
	86,637		115,226	Balance		
						170,326
	<u>75,000</u>		<u>75,000</u>	Transfer from Revenue Account		
						<u>75,000</u>
	<u>161,637</u>		<u>190,226</u>	Balance Carried Forward		
						<u>245,326</u>

3.5 Five Year Budget Estimate

The five-year budget estimate is shown below.

Goole & Airmyn IDB		0	1	2	3	4	5
Revenue Account	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	App Budget	Estimated Out-turn					
Income		£	£	£	£	£	£
Drainage Rates	5,486	5,486	5,398	5,398	5,398	5,402	5,422
Special Levies	253,084	253,084	257,414	257,414	257,414	262,396	287,304
Highways England Contribution	20,000	21,242	20,000	20,000	20,000	20,000	20,000
Other Income		2,724	-	-	-	-	-
Grant in Aid		-	-	-	-	-	-
Bank Interest, consents etc	50	350	250	250	250	250	250
Total Income	278,620	282,886	283,062	283,062	283,062	288,048	312,976
Expenditure							
Flood Defence Levy	70,926	68,860	70,926	70,926	70,926	70,926	70,926
New and Improvement Works		-	-	-	-	-	-
Drain Maintenance	31,500	21,178	25,000	25,750	26,523	27,318	28,138
Other Expenditure	3,500	3,554	3,500	3,500	3,500	3,500	3,500
Pumping Stations	44,975	60,413	46,324	47,714	49,145	50,620	52,138
Administration	54,595	51,474	54,316	55,945	57,624	59,353	61,133
PWLB Loan	7,374	7,374	7,374	7,374	7,374	7,374	7,374
New Loan							
Total Expenditure	212,870	212,853	207,440	211,209	215,092	219,090	223,209
Surplus/(Deficit)	65,750	70,033	75,622	71,853	67,970	68,957	89,766
Balance Brought Forward	232,283	268,706	263,739	264,360	261,213	254,183	248,140
Transfer to Capital Reserve Acc	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Balance Carried Forward	223,033	263,739	264,360	261,213	254,183	248,140	262,907
Penny Rate in £	4.90p	4.90p	4.90p	4.90p	4.90p	5.00p	5.50p
Penny Rate £52,771	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p	4.90p
Commuted Sum Balance	190,389	190,287	190,287	190,287	190,287	193,057	193,057
Capital Reserve Account	161,637	190,226	245,326	200,426	275,526	250,626	203,694
% of Expenditure		123.91%	127.44%	123.67%	118.17%	113.26%	117.78%

	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Capital Reserve Account	App Budget	Estimated Out-turn					
	£	£	£	£	£	£	£
Income							
WLM Strategy Grant							
Interest/Other income	-	100	100	100	100	100	100
PWLB Loan				-	-	-	400,000
FGIA Grant				30,000			
PS Scheme Contributions							250,000
Catchment Modelling- Contribution		-					
Total Income	-	100	100	30,100	100	100	650,100
Expenditure							
Catchment Modelling	-	10,093					
Pumping Station Asset inspection			20,000	150,000			
New Loan - Capital		-	-	-	-	-	22,032
Pumping Station Refurbishment			-	-	-	100,000	750,000
Total Expenditure	-	10,093	20,000	150,000	-	100,000	772,032
Surplus/(Deficit)	0	(9,993)	19,900	(119,900)	100	(99,900)	(121,932)
Balance Brought Forward	86,637	125,219	190,226	245,326	200,426	275,526	250,626
Transfer from Revenue	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Transfer from Commuted Sum							
Balance Carried Forward	161,637	190,226	245,326	200,426	275,526	250,626	203,694

4. Engineer's Report

Recommendations:

- Note the information contained in this report

4.1 Asset Management

4.1.1 Moving toward Asset Management

4.1.2 Pumping Stations

Orchard Cottage Pumping Station – The refurbishment has been completed by Perry Pumps, at the time of writing Board Officers were discussing with BJW Cranes suitable dates to reinstall.

Due to the poor weather conditions additional aggregate may be added to the crane pad to aid reinstallation.

The Canals and River Trust are in the vicinity of the pumping station compound undertaking additional pumping duties due to failed assets elsewhere.

The Environment Agency propose to increase the flood embankment level in the vicinity of the pumping station outfall.

Southfield Lane Pumping Station – The second pump is still being reconditioned and is to be reinstalled in due course.

Board officers continue to encounter technical issues with the Telemetry system.

Board officers at the end of February will be in communication with the EA to discuss the Boards GIA applications in relation to the pumping station refurbishment scheduled. The Board will have to consider undertaking a “case study” to assist its application.

Storm Christoph.

Due to the recent weather conditions, the Boards pumping plant has undertaken many hours of discharging surface water into the EA main rivers. In recent weeks it has been necessary to operate more than one individual pump at a time. Board officers received the Humber Local Resilience Forum updates during the event. In addition to using the telemetry during this period Board officers & LAW electrical attended the pumping stations to deal with any minor adnominalizes and undertaking maintenance.

4.1.3 Hydraulic Modelling

Nothing to report.

4.2 Maintenance

4.2.1 Ordinary Watercourses

The Boards proposed watercourse maintenance works has been completed.

White City, Airmyn.

Board officer have been in communication with a resident at the above location. The resident was seeking clarification on the Boards responsibility in relation to a culvert section situated within there land boundary. This responsibility is riparian. ERYC fulfilled their duties as a neighbouring occupier and undertook watercourse maintenance on there section. The watercourse north east of the properties remains maintained and is in good operational condition. Pictures below illustrate the works undertaken by ERYC.



The culvert section under the highway is in operational condition.

4.2.2 Planning Applications

Between 25 October 2020 and 25 January 2021 board officers have reviewed planning applications which may affect the board and commented on 21 of these.

Board officers commented on a planning application in 2018 which affected surface water and future access for watercourse maintenance within the Boards catchment. ERYC subsequently granted planning permission. Board officers are now in communication with the applicant indicating the proposal restricts watercourse maintenance. These points will be raised with ERYC also.

4.2.3 Land Drainage Act 1991 Section 23 and 66 (20th Byelaws) Consents

1 consent application has been granted between 25 October 2020 and 25 January 2021. Two are currently under consideration.

4.2.4 LDA 1991, Section 23 breach

Siemens Mobility Limited undertook some works in breach of the Boards byelaws late last year, Board Officers served a notice under Section 66(1C)(E) and (F) and 66(7); Byelaw No. 10 No obstruction within 9 metres of the edge of the watercourse, of the Land Drainage Act 1991 (Amended) the obstruction has since been removed.

Board Officers did seek legal support.

4.3 Environment Agency

4.3.1 NaFRA2

Nothing to Report

5. Environmental Report

Recommendation:

- Note the information contained in this report

5.1 Legislation

Nothing to Report.

5.2 Policy

Nothing to report.

6. Health and Safety Report

Recommendations:

- To note the information contained in the report

6.1 Accident, Incidents and near misses

Nothing to report.

6.2 Contractor Management

Nothing to report.

6.3 Risk Assessment

Nothing to report.

6.4 COVID-19

The area is currently under COVID-19 restrictions.

JBA offices have continued to remain open during this pandemic and we continue to deliver our services. JBA have adopted flexible working with remote working from home for those staff who can. We will be receiving and reading email as normal, but we may not always be available directly on the office number to take calls.

Board operations

During this period, the Board's day to day activities have not been adversely affected. Updated "essential travel for work" letters have been issued to the Board's contractors.

7. Representation

Officers represent the Board in several fora:

Environmental	Flood Risk Management	Other
Humber Estuary Relevant Authorities Group	Humber Flood Risk Management Steering Group	
Humber Nature Forum	Comprehensive Review Humber FRMS working group	

8. Date of Next Meeting

9 June 2021

10 November 2021

9. APPENDIX A – Minutes of the Audit Review Meeting

Held online, Microsoft Teams
Monday, 23 November 2020

Present:

Mr Adrian Black (AB)	Scunthorpe & Gainsborough WMB
Mr Christopher Day (CD)	Ancholme IDB
Cllr Ray Sutherland (RS)	Sow & Penk IDB
Mr Andy Cane (AC)	Brodericks GBC

In Attendance on behalf of JBA Consulting:

Mr Mark Joynes (MJ) (Financial Officer to the Shire Group of IDBs)

Introductions and Apologies for Absence

MJ welcomed the members. Apologies for absence were received from Mr Michael Dougherty, Mrs Rosemary Webster and Mr David Blake of JBA Consulting.

Minutes of the Last Meeting / Matters Arising

The panel approved the minutes as a true and fair record with no matters arising.

Risk Register

The panel discussed the outline document. MJ explained that although the document had been reviewed, few changes had been made since the previous year. The draft outline registers would be issued to the chairmen before the January/February board meetings. The versions appearing in individual meeting papers would be greatly expanded. AC asked if any panel members had any feedback. CD said the Ancholme IDB viewed the document very positively. AB agreed, saying there had been no negative feedback from Scunthorpe & Gainsborough WMB. AC said the document generally achieved its aims well. RS said the document was well-received with Sow & Penk IDB. MJ said the Register provided members with an opportunity to consider all aspects of the Board's management and an opportunity to comment on any issues.

Internal Auditor's Report

The internal auditor reviewed the work undertaken on the 2019/20 accounts. In general, the internal auditor was satisfied with how things were run and said there were no major concerns. He said the Boards' control procedures were fit for purpose. Also, he expressed the view that Risk Registers underpin the internal control environment. The panel then discussed the following points:

Supplier Bank Details and Associated Fraud Risk

AC said that further to the previous year's review, there had been no major incidents, nor had there been any in the preceding year. CD asked AC what the particular concerns were and what more could be done. AC said that everything that could be in place was in place. CD agreed that in particular, suppliers contacting the Boards informing them of changes of bank details should be treated with care. MJ offered that almost every communication received, whatever the medium, should be treated with suspicion.

Decision Making & Member Attendance

The panel briefly discussed this issue. AC said that while this may not be a huge issue, it arose every meeting. MJ said that members could not be forced to attend, and they would continue to contact the authorities, asking them to ensure their appointed members attend. AB said attendance had improved since the advent of virtual meetings, although some of the elected members may struggle with the technology, broadband signals, etc. He asked how long virtual meetings would continue. MJ said the Board were covered for their Jan/Feb 2021 meetings but possibly not the summer 2021 meetings.

UPDATE – The Boards' own Standing Orders do indeed allow for all members to remotely attend any meeting taking place before 7 May 2021. This aligns with the period specified for similar bodies by statute.

Reserve Levels

AC said he found all the Boards' reserve levels to be adequate and the five-year plans were in place to assist.

System Backup Procedures

AC said the System backup procedures in place had been reviewed and were found to be adequate. CD asked to what extent officers were working from home and if there were any associated security risks with these arrangements. MJ confirmed the officers were indeed working from home for the most part, as per JBA guidelines, but that officers did work in the office occasionally as when necessary. He told the members strict guideline were in place for office-based work with regard to Covid safety. He said that data security was as robust as when using a VPN as when working in the office.

UPDATE – The virtual private network (VPN) is indeed secure. Remote access to the servers requires valid ID, a valid JBA machine and requires up-to-date Sophos Antivirus software be installed on the machine. All JBA laptops are 256-bit encrypted.

External Auditor's Report

The AGAR Section 3s were reviewed by the panel and more specifically the External Auditors' comments. The panel was pleased to note there were no matters arising giving cause for concern. MJ further told the members there were no 'other matters' raised in any of the reports. There had been some initial concern about the timings of document signings, but they had been the result of the restrictions imposed by the Covid-19 lockdown and the matter was soon dropped.

Any Other Business

CD asked what the arrangements should be in place for chairman signing minutes of previous meetings. AB pointed out that two virtual meetings had now taken place and the Board had approved the minutes of the previous meetings, but he had not himself signed the minutes. MJ said he was not certain if the minutes could be approved in some electronic format or if the paper copies would need to be issued by post. RS said this was exactly the issue he intended to raise. He said the Covid-19 situation would only be resolved when vaccines became widely available. He asked about how elections could take place. MJ said as drainage board elections were largely postal in nature, it may not be a problem.

UPDATE – During the course of any meeting, minutes of the previous meeting will be approved by the Board. Hard copies of the minutes of the previous meeting will be sent by post to the chairmen for wet signatures soon after the meeting takes place.

RS said the standard of minute-taking was very high and expressed gratitude to minute-taker for this, and for the prompt manner in which the minutes were processed.

Date of Next Meeting and Close of Meeting

The next meeting of the panel will be held on Monday, 22 November 2021 at 10.00am at the offices of JBA Consulting, Epsom House, Chase Park, Redhouse Interchange, Doncaster, DN6 7FE.

MJ thanked the members for attending. CD thanked AC for all the work done on audits and MJ for the working done in preparing and presenting the meeting papers.

The meeting was closed at approximately 10:30am.

10. APPENDIX B – Risk Register

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

Goole & Airmyn IDB- Risk Register Jan 2021

	OBJECTIVE	RISK	Current Controls/Assurances	Risk			Status	Mitigation/Action Plan	Owner/Target Date
				Impact	Likelihood	Score			
S U S T A I N A B I L I T Y	Objective 1 : Provide & Maintain Sustainable Flood Protection through Water Level Management	Lack of direction, Conflicting aims & objectives (Internal & External)	Policy statement on Flood Protection and Water Level Management	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21
			The board has an extensive list of policies						
		Asset Failure- Pump, Watercourses, Culverts & Syphons Suitable Contractors (Qualified Engineers)- lack of staffing & required expertise	Adopted an Asset Management strategic approach, detailed Asset conditioning reporting	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Develop current Pump Station Register linked with contingency planning Review Supplier/Contractor list- Appropriate governance checks. Also linked to contingency planning.	ENG- Ongoing
			Contingency Planning-District						
			Up to date Telemetry system						ENG- Jan-Mar 21
			Regular Syphon & Culvert Inspections						
		Human Resource Risk- Contractors National/International Emergencies Supplier Dependency	Contractors go through tender process if necessary	High	Likely	6	TRANSFER- RISK TOO HIGH, TRANSFER ELSEWHERE IF POSSIBLE (EG. INSURANCE)	Monitor Suppliers/Review Succession Plans Disaster/Emergency Protocols Online Communication Microsoft Teams	Next Review Dec 2021
			Timely Contractual performance review- Time & Quality						
			All Legislation and requirements made clear to all contractors						
			Disaster Recovery Plans						
	Objective 2: Promote & Integrate Biodiversity with the boards primary and operational activities	Risk of prosecution for not adhering to Environmental Legislation	Board directly employs a suitably qualified Env. Officer	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Refresher presentation to be given to Operatives & Contractors before start of summer works season. Continue to communicate Environmental best working practices	Env Officer- Apr 21
			Extensive Environmental Surveys carried out						
			Species reporting on all new watercourses						
		The board does not deliver on the duty to protect and where practicable enhance the environment	The board has a Biodiversity Action Plan	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21
			Produce Environmental Annual Report and Action Plan for the year ahead.						
		Lack of staff training, not provided with the relevant training and information to ensure necessary steps are taken with regard to Diversity	Contractors are advised in environmental matters	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Refresher presentation to be given to Operatives & Contractors before start of summer works season. Continue to communicate Environmental best working practices	Env Officer- Apr 21
			Training made available (Badgers License etc)						
			Develop plans to mitigate the risk of destroying habitat						
I N N O V A T I O N	Objective 3: Embrace new technology/methods introduced into the industry	Financial Limitations	Cost Savings- Payback Calculation	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21
			Research & Development Included in Budget						
			PWLB- Potential to borrow						
		Historical Viewpoint- 'we've always done it this way' can stifle innovation	Long Term Asset Management Strategy Adopted	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21
			Forward Thinking Board						
		Uncertainty- results limited as technology/methods are in early stages of its lifecycle	The Board would always look to trial new technology	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21
			Economies of Scale through Shire Group of IDBs reduces risk to GAIDB						
			Regulation within the industry						
	Objective 4: Promote Innovation, ensure the board is continually looking at ways to improve and grow	Members lack understanding of the Board's objectives, latest legislative requirement and latest developments in the industry.	Land Drainage Act provides for election of members every 3rd Year	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK		Next Review 30/06/21
			Training Courses for board members						
			Legislative/Industry developments promoted on the website and in meetings						
		Board Structure- Limited diversity of members background	Elected/Nominated split dependant on Annual Values	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21
			Nominated members typically have knowledge of WLM						
			Elected members must be nominated by Landowners in the district						
		Short Termism- Reduction of cost philosophy	STP/MTP/LTP	Med	Likely	4	REDUCE- ACTION REQUIRED TO REDUCE RISK	1. Jan meeting will incorporate the mid-term & Long-term plan. Highlighting the impact short-term decisions have overall 2. Annual review of the boards WLM and KPI's/Goals & CSF's	FO- Feb 2021 SGAT- Annual
			Long Term Forecasting, 20 years Budget plans, Long Term Capital plan						
		Unsuitable members appointed to the Board	Elected members must be nominated by Landowners in the district	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/21
			Members register of interest						

Goole & Airmyn IDB- Risk Register Jan 2021

OBJECTIVE	RISK	Current Controls/Assurances	Risk			Status	Mitigation/Action Plan	Owner/Target Date
			Impact	Likelihood	Score			
STAKEHOLDER VALUE	Objective 5: To be a self sufficient IDB that provides value to 'our' stakeholders at all times	Systems and processes to maximise income opportunities and collection	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Provide all significant ratepayers/creditors with the Long-Term forecast, allowing them to make provisions accordingly.	Senior Finance Officer Mar 21
		Timely invoicing of Drainage Rates account holders annually, monitoring of collection rates and take follow-up action when non-payment.						
		Submit Highland Water claims to the EA.						
		Monthly Budget reviews, Budget to date and out turn analysed by members at meetings	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Cash Flow analysis incorporated into monthly budget review, ensure value for money is sought on every purchase	FO-2021
		Financial Regulations- >£5000 2 quotes > £20,000 Tender Process						
		Approved Suppliers List with specific criteria that is regularly monitored						
		Internal/External Audits & IDB1 forms	Med	Likely	4	REDUCE- ACTION REQUIRED TO REDUCE RISK	Promote the board, shout about the good work Black Drain DB do Tap into to Social Media to do this	SGAT- Ongoing
		Website promoting board Activities						
		Lead Role in partnership working/PSCA agreements						
		Insurance Policies to cover main risks including asset failure and indemnity for third party damage	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Insurance policies reviewed annually for the Board and risks required changes to cover reassessed.	SFO- Jan 2021
		Catchment Mapping completed						
	Objective 6: To be a champion of partnership working, work collaboratively where this can deliver shared research objectives more cost-effectively and for the wider good of all connected	Close working relationships with all connected stakeholders	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/21
		Historic Agreements						
		Drive for partnership working						
		Good working relationship with LLFA	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/21
		Clear definition of role between IDB & other Stakeholders						
		Conflict Management Policy	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/21
		Open & Honest- 100% Transparent- Minutes on website						
COMPLIANCE	Objective 7: Ensure that the board always complies with all recommended accounting practices	Put in place a satisfactory Governance framework, including: - Internal Audit contract & access to the Boards. - External Audit Service - Financial regulations in place for each Board - Business continuity & recovery plan - Insurance Policies proportionate to identified risks - Appropriate ICT systems to support key functions (Ratings, Finance and GIs). - ADA Practitioners' Guide (2006), as revised 2017 - Data processing, handling and retention in compliance with ICO's Guidance & Licence for each Board.	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	1. Continue to work with Internal Auditor to always minimise risks associated with accounting practices, especially when new risks emerge 2. Review current SGAT processes & procedures and update where appropriate	Finance Team- May 2021 & Ongoing
		Adhere to Board Approved Financial Regulations						
		Bank Mandate in place, always two signatories needed	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	1. Create & implement process with regard to new suppliers & also existing suppliers who request to change bank details 2. Review current SGAT processes & procedures and update where appropriate	Finance Team- May 2021 & Ongoing
		All Purchase Ledger Transactions are reviewed by the board						
		Adequate Insurance to cover such Losses						
		Audit approved documented processes, that have a clear segregation of duties	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Review current SGAT processes & procedures and update where appropriate	Finance Team- May 2021 & Ongoing
		Bank Mandate in place, always two signatories needed						
		The Board has adopted a reserves policy	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Review Reserves level (50%) at the monthly budget meetings	Next Review 30/06/21
		Short, Mid & Long Term Budgetted						
		Boards financial position presented at Board meetings						
	Objective 8: Ensure that at all times the board complies with all current EU & UK legislation	Qualified & experienced staff attempt to advise the board	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor any changes to current EU & UK legislation	Next Review 30/06/21
		Ultimately, all decisions should be discussed and made as a collective						
		Adequate Insurance underaken						
		Access specialist advice as required, eg Finance, Legal, H&S, Insurance, etc.	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Monitor any changes to current EU & UK legislation	Next Review 30/06/21
		Peer Group support, e.g. ADA's Policy & Finance and Technical Committees						
		Inter-agency working amongst FRM authorities						



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