



River Lugg
Internal Drainage Board

Virtual Meeting
Microsoft Teams
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Meeting Papers
Wednesday 12 May 2021, 11:00



Shire

Group of IDBs

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Meeting Papers

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Purpose

These meeting papers have been prepared solely as a record for the Internal Drainage Board. JBA Consulting accepts no responsibility or liability for any use that is made of this document other than by the Drainage Board for the purposes for which it was originally commissioned and prepared.

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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 Chair's Announcements

1.4 Minutes of the meeting held on 21 January 2021

Members Present:

Cllr Elissa Swinglehurst – Chair
Mr Charles Pudge – Vice Chair
Mr Kenneth Mitcheson
Major James Hereford
Richard Corbett
Ms Zita Chilman
Cllr Roger Phillips
Cllr Paul Andrews
Cllr Sebastian Bowen
Cllr Trish Marsh
Cllr John Stone
Cllr David Summers

In attendance on behalf of Hoople Ltd

Officer:

Ms Adrienne Davies – Clerk to the Board (AD)
Ms Audrey Clements – Responsible Finance Officer (AC)
Mr Les Harrison – Engineer (LH)
Ms Kerry Lawrence – Minutes (KL)

Also in Attendance

Lyn Langford
Jenni Gowan

Election of Chair

2021.1 Charles Pudge proposed Cllr Swinglehurst for the position of Chair, seconded by Cllr Phillips. There were no other nominations.

Election of Vice Chair

2021.2 Cllr Swinglehurst proposed Charles Pudge for the position of Vice Chair, seconded by Ms Zita Chilman. There were no other nominations.

Charles Pudge was duly elected as Vice Chair.

Apologies for Absence

2021.3 Apologies for absence were received from Cllr Jinman, Cllr Hardwick, Cllr Bolderson, Malcolm Davies, Dick Makin and Noorissa Davies.

Declaration of Interest

2021.4 None.

Declaration of Interest

2021.5 It was noted that there had been a change in membership notified by Herefordshire Council, Cllr Marsh replaced Cllr Fagan as an elected member. Cllr Marsh was welcomed to the meeting.

Charles Pudge, Vice-Chair wished to record his thanks to past and present board members and Hoople officers for their support during his time as Chair. The Vice-Chair also gave a special thanks to Les Harrison for his efficient service and wished him a long and happy retirement beyond March and wished Cllr Swinglehurst best wishes for her new appointment as Chair.

Cllr Swinglehurst also acknowledged Les and Hoople officers services and good relationships were being developed with JBA and thanked Charles for his service.

Minutes of the Meeting 15 October 2020

2021.6 Minutes of the meeting held on the 15 October 2020 were agreed as an accurate record subject to minor "typo" corrections.

The Clerk reported the Lincolnshire County Council riparian landownership survey draft report was expected and would be circulated to members when available.

Action: AD

The Engineer displayed some photos of clearance work undertaken at Wellington Brook by a contractor, organised by homeowners adjacent to the watercourse as discussed at the last Board meeting. Board agreed to contribute £110 equally with the two homeowners for the work.

Matters arising not discussed elsewhere on Agenda

2021.7 **Management service to the Board from 1st April 2021**

It was recorded that JBA was awarded the management services contract effective from 1 April 2021.

Maintained Ordinary Watercourses

2021.8 The Engineer reported that despite the bad weather, work continued up until a week before Christmas and resumed early January when water levels had reduced to an appropriate level.

The Engineer displayed photos alongside a verbal update of the work that had taken place during the period under review including completion of mowing of bank side vegetation at the end of October.

Other works that had been carried out during the period included partial desilt and deweed at Dilwyn Common Ditches, Tippetts and Newbridge Brooks. Clearance of mature bushes, desilt and installation of new access culvert as provided by the landowner, although this was not the responsibility of the Board as access is not solely for Board's use, the Engineer agreed to undertake the work. Restoration work at Sutton Rea and replacement of dilapidated access gate, in addition to removal of isolated blockages and deweeding taken place downstream alongside Rhea Lane. Removal of blockages and deweeding at Wergins Ditch, removal of fallen willow tree at Moreton Brook and clearance of washed trees and debris at River Lodon.

The Engineer reported 17 Black Poplars being nurtured had now been planted at various locations within the Board's remit, mainly in the area of Wellington quarry.

Expenditure to 31 December £111,420.44

Annual Maintenance Programme 2021-22

2021.9 The Engineer presented the annual maintenance programme for 2021-22 which was duly approved by Board members.

Environmental Matters

2021.10 The Engineer understands there is an updated Biodiversity Plan template the Board may need to adopt and was awaiting further clarity. There is a requirement of the Biodiversity Action Plan is that environmental improvements carried out when carrying out the maintenance programme should be audited at the end of each year and the Board's Environmental Advisor is currently engaged upon preparing a report, which will be presented at the next meeting.

The owl box purchased by the Board for environmental improvement on Curl Brook Lateral No.3 has been erected and the landowner has taken ownership and will keep the Engineer updated.

Flooding

2021.11 The Engineer confirmed there had been no reports of flooding of dwellings during the recent spell and Board members concurred with this.

Land Drainage Consents

2021.12 The Engineer advised awaited information had been received in respect of Monkton Farm Fruit Farm application for storm water run-off from one of the new dug attenuation ponds to the Board's controlled Little Lugg (Kymin Section) Lateral No.2 had been approved.

Rainfall Data

2021.13 The rainfall figures were appended for information. The Engineer thanked Richard Corbett for providing these figures.

Planning Consultations

2021.14 In response to a question in respect to the land drainage consent for Baron's Cross (ref. PR2020-022) which had expired, the Engineer advised that the housing development was outside of the Board's area, however the discharge of storm water to the Attenuation Pond leading into Ebnall ditch within the Board's remit would require consent. The Engineer commented approvals for consent last for a period of 12 months at which point a new application is required.

There had been some concerns raised around the maintenance of Lugg Rea and high levels of water on Lugg Meadows. The Engineer advised that the Board adopted a short section of the watercourse in 2012, however there had been difficulty obtaining consent for any maintenance to take place as the watercourse is designated to Natural England, who appointed the Wildlife Trust to act on their behalf. It was agreed a meeting be arranged to discuss the matter with Natural England to include Cllr Swinglehurst, Cllr Andrews, Cllr Harrington when the new Engineer is in post.

Action JBA

2021.15 The Engineer spoke regarding an application made by Tarmac Quarry at Wellington dating back 7 years ago and highlighted changes to the watercourse affecting the main water flow to Moreton Brook, however further investigations would be required in order for consent to be given and suggested the matter should be held pending for the incoming Engineer to make further enquiries.

Action: JBA

Other planning consultations were noted as follows:-

PR2020-021 – Light Industrial Building, Leominster Enterprise Park

PR2020-0203 – Land to the south of Ledicot Lane, Ledicot, Kingsland, Leominster.

Finance Report

The Finance Report previously issued to Members was discussed.

Covering Report

The RFO reported an underspend position due to maintenance and operational costs being lower than budgeted as a consequence of the pandemic restrictions.

2021.16 Rating Report – The RFO provided a breakdown of debt by value and age as requested at the last meeting. Collection rates are lower than usual due to delaying the issue of first reminders being mindful of pressures surrounding covid and advised second reminders were due to be sent imminently.

2021.17 Schedule of Payments – The RFO advised an amendment to the schedule of bills should not include the payment to Arbortch for £310.00 and would be amended for April.

2021.18 Policy Updates – Financial Regulations – The RFO highlighted changes to the Financial Regulations as recommended as a result of the recent SWAP audit. This was approved.

2021.19 Anti-fraud and Corruption Policy - The RFO advised that the Anti-fraud and Corruption Policy had been updated to replace line managers with 'Board members'. It was noted that 5.1 required updating and agreed to provide clarity to the term of Senior Board members to be Vice Chair or Chair of the Board. Subject to these amendments the Board approved the policy for adoption.

2021.20 Funding application form - The Clerk presented a funding application form to be completed by applicants seeking contributions from the Board towards work is available on the RLIDB website. Any requests for funding will be brought to Board for consideration.

The Chair also suggested sharing with parish council's within the Board's area and agreed to include in the annual chairman's letter with the bill for all ratepayers.

2021.21 2021/22 Budget and Penny Rate report - The RFO outlined various options for setting the penny rate, currently set at 9.5p for the River Lugg and 7.5p for the Lower Wye. After some consideration, the Vice Chair proposed to set the penny rate for the River Lugg at 9p and Lower Wye 8.5p, seconded by Cllr Bowen. All members were in favour.

2021.22 Risk Register – The Clerk presented an updated risk register with changes highlighted to RLIB022 and the addition of RLIB024 for the management services handover to JBA.

The Clerk suggested the Board might want to consider adding the removal of vat liability on red diesel which may result in an increase the cost of maintenance going forward, however the full impact was not known at this stage. Further clarity was awaited It was thought that the VAT will be reclaimable so may not impact the Board's costs.

Risk Scoring Matrix – The risk scoring matrix was appended for reference.

Health Safety & Wellbeing

2021.23 Minutes of H&S meeting 5th Jan 2021 – Notes of meeting attached with the Board's subcontract and H&S advisor, there were no concerns raised.

Cllr Bowen to sign and return the H&S statement to Hoople in the prepaid envelope.

2021.24 H&S update reports since H&S meeting - The Clerk confirmed JBA support a number of other IDB's and so it lend to some consistency to working practices going forward such as covid.Information noted.

The Clerk reported that key worker letters had been provided to the Engineer, sub-contractors and H&S advisor using the templates JBA had provided.

ADA Branch Meeting

2021.25 Notes of ADA Marches Branch Meeting - Notes of the ADA Marches Branch meeting was appended for information.

Cllr Swinglehurst attended the last meeting and gave a brief overview of matters discussed and encouraged other members to attend as it covers items in the Board's biodiversity action plan.

Precept and foreign water contributions letter included for information.

Any Other Business by leave of Chairman

2021.26 Kingsland - The Vice Chair confirmed RLIDB has no involvement in Kingsland, it was between the EA, land owner and statutory regulator to resolve..

2021.27 For Information: ADA Letter - ADA Drainage Board Membership 2021 letter was appended for information.

2021.28 Board Meeting Dates - It was acknowledged the meeting regularly clashed with cabinet affecting many of the councillors' attendance and therefore the Chair requested a more suitable alternative day was sought. It was suggested a Wednesday might work better.

2021.29 New Engineer - In response to a question in respect of the appointment of a new Engineer, the Clerk confirmed JBA were aware of the requirement and has capacity within their team should there be a short-term gap.

2021.30 Retiring Engineer - Major James Hereford acknowledged it was the Engineers last meeting and thanked him for being such a huge asset, having started in 1976 to the Board and wished him well for his retirement.

Date of Next Meeting

2021.31 The date of the next meeting is 15th April 2021 subject to amendment.

1.5 Matters arising there from not elsewhere on Agenda

For information results of Lincolnshire Riparian project please see the extra item in your meeting pack.

Update on actions from January 2021 meeting

Minutes of last meeting

The Clerk reported the Lincolnshire County Council riparian landownership survey draft report was expected and would be circulated to members when available

Action: AD - Done - copy included at as an extra item in the meeting pack for info.

Schedule of Bills

The RFO advised an amendment to the schedule of bills should not include the payment to Arbortch for £ 310.00 and would be amended for April.

Action: AC

Update : Payment from Arbortch outstanding

Policies

Anti-fraud and Corruption Policy

The RFO advised that the Anti-fraud and Corruption Policy had been updated to replace line managers with 'Board members'. It was noted that 5.1 required updating and agreed to provide clarity to the term of Senior Board members to be Vice Chair or Chair of the Board. Subject to these amendments the Board approved the policy for adoption.

Action: AC – Done

Funding application form

The Chair also suggested sharing with parish council's within the Board's area and agreed to include in the annual chairman's letter with the bill for all ratepayers.

Action: AD

Update : Details sent to all parish clerks within the river lugg board area

Inclusion in Chairman's letter with JBA

Health and Safety

Cllr Bowen to sign and return the H&S statement to Hoople

Action: Cllr Bowen - Done

Board meetings

It was acknowledged the meeting regularly clashed with cabinet affecting many of the councillors' attendance and therefore the Chair requested a more suitable alternative day was sought. It was suggested a Wednesday might work better.

Action: AD/ KL - Done

1.6 Complaints/FOI/EIR requests

None received.

2. Clerk report

Recommendations:

- To note the information contained in this report
- To approve the revised “Standing Orders” 2.1
- To set future meeting dates Item 2.4

2.1 Policy

It is hoped that the revised “Proceedings of the Board” (Standing Orders) will have been received from DEFRA in time for the Board to approve them at this meeting. The changes will permit the Board to hold virtual meetings as and when required.

2.2 Legislation

Nothing to Report

2.3 Association of Drainage Authorities

Notes of the ADA Board Meeting can be viewed at Appendix A. These have been kindly supplied by James Hereford.

2.4 Meeting Dates

The Chair would like members to discuss the future meeting days of the board. Please find set out below the key dates that the board has to meet during the year.

Task	Date	Meeting
Setting the Drainage Rate	On or before the 15 February	January/February
Approval of Risk Register	Once per year	January/February
Approval of Annual Return	Before 30 June	May /June
Approval of Audited Accounts	with annual return	May /June
Election of Chair/Vice Chair	After 31 October (Triennially)	November
Tour of Inspection	To suit	July/August

2.5 Board Member Training

Code of conduct training took place on Friday 12 March and 15 Board Members attended.

3. Financial Report

Recommendations:

- To note the information contained in this report
- To approve Drainage Rate write off
- To approve Section 1 of Annual Return, Annual Governance Statement
- To approve Board Accounts for year ending 31 March 2021
- To approve Section 2 of Annual Return, Financial Statement
- To approve Schedule of Payments

3.1 Rating Report

Details of the Rates and Special Levies issued, and payments received up to and including 31 March 2021: -

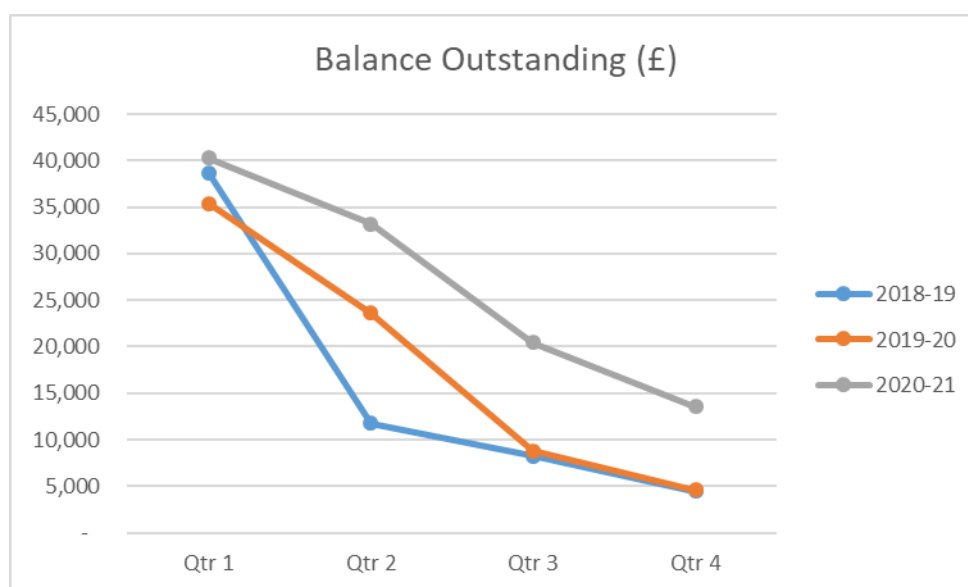
	£	£
Balance Brought forward as at: 1 April 2020		4,598.44
2020/2021 Drainage Rates and Special Levies		
Drainage Rates		99,903.95
Special Levies		
Herefordshire District Council	142,498.00	142,498.00
Total Drainage Rates Due		<u>247,000.39</u>
Less Paid: -		
Drainage Rates		90,969.30
Special Levies		
Herefordshire District Council	142,498.00	142,498.00
Total Drainage Rates Paid		<u>233,467.30</u>
Refunds		<u>45.17</u>
Write Offs		<u>-1.44</u>
Balance Outstanding as at: 31 March 2021		<u>13,576.82</u>

The current position on rates is an outstanding debt of £13,576.82 over 116 accounts, split over the values below:

<u>Outstanding Items</u>			
	Under £10	>£10 & <£100	>£100
Accounts in Query	0	4	7
Accounts without query	69	24	12
Total Outstanding Accounts	69	28	19

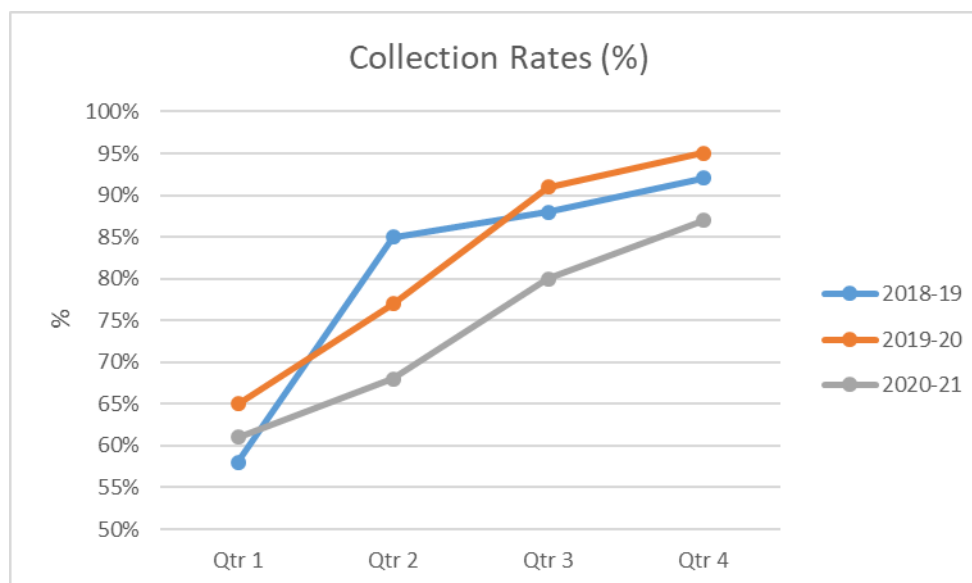
The value of the debts and the years it relates to is detailed below:

	No. Accounts	Total Debts	Outstanding debt in years					
			20-21	19-20	18-19	17-18	16-17	15-16
Credits Amounts	31	(689.29)	(13.81)	(442.27)	(203.74)	(26.45)	-	(3.02)
Under £10	38	170.78	141.35	(25.13)	24.44	16.31	3.06	10.75
£10 to £100	28	1,007.56	895.89	104.30	(7.43)	7.78	7.02	-
£100 plus	19	13,087.77	7,834.66	2,021.24	1,152.66	1,531.65	547.56	-
Total Debt	116	13,576.82	8,858.09	1,658.14	965.93	1,529.29	557.64	7.73



The collection rate for quarter 4 is 87%.

The graph below shows the collection rates over the last three years.



There are a number of accounts which have no land attached but have a debit/credit balance that has been carried forward for a number of years. The Board are asked to approve removal of these balances which are at Appendix B.

3.2 Audit

3.2.1 Internal Audit

The internal audit conducted by the South West Audit Partnership (SWAP) will be completed in May and reported to the Board.

3.2.2 External Audit

The external audit by PKF Littlejohn LLP will be completed by end of Sept 21. Please note that our default submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption (as appropriate) is Friday 2 July 2021.

3.2.3 Risk Register

Members are asked to review and approve the Risk Register and scoring matrix that can be viewed at Appendix C.

3.3 Annual Governance and Accountability Return (AGAR) Section 1 – Annual Governance Statement 2020/21

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

3.4 Accounts for the Year Ending 31 March 2022

The accounts are provided as a separate document.

3.5 Budget Variance Report

The 2020-21 out-turn position as shown in below is an underspend position of £32,002, the budgeted deficit set for 2020-21 is £15,252, giving a positive variance of £47,254. This is due to the maintenance costs and the operational board costs being lower than budgeted.

RL/21/000/003b				
Budget Variance				
River Lugg Internal Drainage Board				
For the 12 months ended 31st March 2021				
	Actual to date	Forecast Full Year	Total Budget 20/21	Variance
	£	£	£	£
Income				
Other Income	3,149	3,149	3,115	34
Special Levies Herefordshire Council	142,498	142,498	142,498	0
Drainage Rates	99,904	99,904	99,900	4
Total Income	245,551	245,551	245,513	38
Less Operating Expenses				
Administration Costs: Audit/ Insurance/ Inspections	13,222	13,222	27,550	-14,328
Management Services:Hoople / Engineer/ Travel	68,890	68,890	68,215	675
Operational Costs	131,437	131,437	165,000	-33,563
Total Operating Expenses	213,549	213,549	260,765	-47,216
In Year Operating Surplus (Deficit)	32,002	32,002	-15,252	-47,254

At the January Board meeting the penny rate for 2021-22 at 9p for the River Lugg and 8.5p for the Lower Wye. The 2021-22 budget is shown below, the income is set at £237,263, with a surplus of £4,013.

Appendix I - RL/21/000/003a

21-22

Lugg

9p

Lower Wye

8.5p

INCOME

£s

Drainage Rates

96,140

Special Levies Hereford Council

138,008

Contribution to Maintenance

2,940

Land Drainage Consent Application Fee

100

Interest received Bonus Saver Account

75

TOTAL INCOME

237,263

EXPENDITURE

Operational Costs

Maintenance of Watercourses

150,000

Management, administration & engineering fee

55,700

Sub-total

205,700

Admin Costs

Board Costs/Room Hire

450

Tender for back office service

6,000

Subscriptions

1,800

Office Stationery

300

Audit and Accounting Fees

2,000

Professional Fees

900

Travelling

1,500

Policy & Strategic Consultation - Ecological Consultant

7,000

Hydrological Advisor

2,000

Health & Safety Officer

1,250

Court Admin Costs

500

Coach Hire Inspections

250

Inspections

600

Conferences

600

Insurances

2,400

Sub-total

27,550

TOTAL EXPENDITURE

233,250

SURPLUS/DEFICIT

4,013

3.6 Annual Governance and Accountability Return (AGAR) Section 2 – Accounting Statements 2020/21

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

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

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3.8 Bank Finance Statement

FINANCE STATEMENT			
NAME OF BOARD: River Lugg IDB			
DATE: 31st March 2021	£		
BANK BALANCE AS AT: 31.03.21			
Current Account	500.00		
Special Interest Bearing Account	132,471.10		
Total at Bank	132,971.10		
INCOME RECEIVED 01.01.21 - 31.03.21			
Special Interest Account Interest 01.01.21 - 31.03.21	3.19		
HMRC VAT reimbursement July 20 - Dec 20	26,114.68		
Makin & Son - Maintenance refund	750.00		
Total Income	26,867.87		
INVOICES 01.01.21 - 31.03.21	51,800.63		
Schedule of Bills			
Finance Department			
Mar-21			

4. Engineer's Report

Recommendations

- To note the information contained in this report

4.1 Water Level Management

4.1.1 Maintained Ordinary Watercourses

Much of the early part of the period was marred by cold, wet weather but latterly, whilst remaining dry, the cold weather has persisted. Planned access to work sites has not been impeded during the wet period because we have been working from bridle-paths and a public road.

Work carried out during the period are detailed as follows:

Watery Lane

Cut back bank-side vegetation alongside highway for machine access, desilt and dispose of spoil to stock-pile.

Mousenatch Ditch

Remove fallen and insecure trees, pollard willows, remove flood-washed debris, part desilt and de-weed where required.

River Lodon

Remove fallen trees, trim and pleach back bank-side alders, pollard willows with any suitable timber used for erosion revetment control.

Expenditure

Budget 2020-2021: £150,000.00

Final expenditure: £135,015.43

Please note:

Under-expenditure is due to the fact that restrictions imposed by the pandemic prevented the necessary close proximity working, thus it was not possible to carry out the annual weed spraying programme.

4.1.2 Other Matters

Illegal Matters on Wyatt Lane - As previously reported, the owner of a small field located on Wyatt Lane had carried out earthworks and importing spoil with the intention of building flood embankments. This was stopped whilst in progress and the landowner agreed to reinstate the land to its original condition, much to the concern of local residents. Nothing has been done for several months, but I am now pleased to report that the ground has now been fully reinstated to the full satisfaction of the Engineer and the matter can be regarded as closed.

4.1.3 Rainfall

Please refer to Appendix E.

4.2 Environment Agency

4.2.1 Partnership Meeting

The Environment Agency's annual routine maintenance programme is published on the internet at <https://environment.data.gov.uk/asset-management/index.html>

The new riparian rights and responsibilities document can be found at <https://www.gov.uk/guidance/owning-a-watercourse>

4.3 Planning, pre-application advice, and consents

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

No consents requiring consideration on behalf of the Board have been received to 26 April 2021.

4.3.2 Planning Consultations

Our Ref:	PR2021-001
Date:	13 th January 2021
Publication Date:	4 th January 2021

SITE:	Court Farm Rectory Road Hampton Bishop Hereford Herefordshire HR1 4JU
APPLICATION TYPE:	All others - Prior Approval
DESCRIPTION:	Application for prior notification of a proposed new building for bedding storage in connection with poultry enterprise
APPLICATION NO:	P204494/PA7
GRID REFERENCE:	355437 - 238806
APPLICANT:	Mr Layton

With reference to the above application dated 4th January 2021. The Board has no objection. Although both of the sites lie within the Board's area its interests will not be adversely affected by the proposed developments.

I would also draw your attention to:

- *The area of River Lugg Internal Drainage Board is a Natural Flood Plain and whilst every effort will continue to be made to guard against and to alleviate flooding, no guarantee can be given against the worst effects of abnormal weather and river conditions.*
- *Compliance with the recommendations in the following Report: "Technical Guidance to the National Planning Policy Framework 2012".*

That both current and future developers/owners should be made aware of the risks associated within the area being considered.

Our Ref:	PR2021-002
Date:	13 th January 2021
Publication Date:	4 th January 2021

SITE:	Farm buildings adjacent to A49 Stoke Prior HR6 0QJ
APPLICATION TYPE:	All others - Prior Approval
DESCRIPTION:	Application for prior notification for a steel portal frame agricultural building.
APPLICATION NO:	P204424/PA7
GRID REFERENCE:	350497 - 258488
APPLICANT:	Mr Peter Cooke

With reference to the above application dated 4th January 2021. The Board has no objection. Although both of the sites lie within the Board's area its interests will not be adversely affected by the proposed developments.

I would also draw your attention to:

- *The area of River Lugg Internal Drainage Board is a Natural Flood Plain and whilst every effort will continue to be made to guard against and to alleviate flooding, no guarantee can be given against the worst effects of abnormal weather and river conditions.*
- *Compliance with the recommendations in the following Report: "Technical Guidance to the National Planning Policy Framework 2012".*

That both current and future developers/owners should be made aware of the risks associated within the area being considered.

Our Ref:	PR2021-003
Date:	27 th January 2021
Publication Date:	21 st January 2021

SITE:	Day House Kingsland Leominster Herefordshire HR6 9SW
APPLICATION TYPE:	All others - Prior Approval
DESCRIPTION:	Application for prior notification of agricultural or forestry development - proposed building.
APPLICATION NO:	P210181/PA7
GRID REFERENCE:	344410 - 262070
APPLICANT:	Mr John Price

With reference to the above application dated 21st January 2021. The Board must advise that this proposed development lies within the Board's operational district but will not affect our interests thus there is no objection raised.

I would also draw your attention to:

- *The area of River Lugg Internal Drainage Board is a Natural Flood Plain and whilst every effort will continue to be made to guard against and to alleviate flooding, no guarantee can be given against the worst effects of abnormal weather and river conditions.*
- *Compliance with the recommendations in the following Report: "Technical Guidance to the National Planning Policy Framework 2012".*

That both current and future developers/owners should be made aware of the risks associated within the area being considered.

Our Ref:	PR2021-004
Date:	9 th February 2021
Publication Date:	3 rd February 2021

SITE:	Mortimers Cross Farm, Mortimers Cross, Leominster Herefordshire HR6 9PD
APPLICATION TYPE:	Planning Permission
DESCRIPTION:	Proposed agricultural building - cover to existing stock handling area
APPLICATION NO:	P210089/F
GRID REFERENCE:	342432 - 263544
APPLICANT:	Raymond

With reference to the above application dated 3rd February 2021. The Board must advise that this proposed development lies within the Board's operational district but does not affect our interests so, no objection.

I would also draw your attention to:

- *The area of River Lugg Internal Drainage Board is a Natural Flood Plain and whilst every effort will continue to be made to guard against and to alleviate flooding, no guarantee can be given against the worst effects of abnormal weather and river conditions.*
- *Compliance with the recommendations in the following Report: "Technical Guidance to the National Planning Policy Framework 2012".*

That both current and future developers/owners should be made aware of the risks associated within the area being considered.

Our Ref:	PR2021-005
Date:	9 th February 2021
Publication Date:	5 th February 2021

SITE:	Kemble House, Eyton, Leominster Herefordshire HR6 0AH
APPLICATION TYPE:	Planning Permission
DESCRIPTION:	Proposed outdoor riding arena.
APPLICATION NO:	P203905/F
GRID REFERENCE:	347748 - 261195

APPLICANT:	Mrs Louise Gant
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With reference to the above application dated 5th February 2021. The Board must advise that this proposed development lies within the Board's operational district but does not affect our interests so, no objection.

I would also draw your attention to:

- *The area of River Lugg Internal Drainage Board is a Natural Flood Plain and whilst every effort will continue to be made to guard against and to alleviate flooding, no guarantee can be given against the worst effects of abnormal weather and river conditions.*
- *Compliance with the recommendations in the following Report: "Technical Guidance to the National Planning Policy Framework 2012".*

That both current and future developers/owners should be made aware of the risks associated within the area being considered.

Our Ref:	PR2021-006
Date:	9 th February 2021
Publication Date:	3 rd February 2021

SITE:	Arrow Mill Farm, Eardisland, Leominster. Herefordshire HR6 9AT
APPLICATION TYPE:	All others - Prior Approval
DESCRIPTION:	Prior notification for a proposed new agricultural building for storage of manure.
APPLICATION NO:	P210343/PA7
GRID REFERENCE:	343640 - 258774
APPLICANT:	Mr N Hall

With reference to the above application dated 3rd February 2021. The Board must advise that this proposed development lies within the Board's operational district but does not affect our interests so, no objection.

I would also draw your attention to:

- *The area of River Lugg Internal Drainage Board is a Natural Flood Plain and whilst every effort will continue to be made to guard against and to alleviate flooding, no guarantee can be given against the worst effects of abnormal weather and river conditions.*
- *Compliance with the recommendations in the following Report: "Technical Guidance to the National Planning Policy Framework 2012".*

That both current and future developers/owners should be made aware of the risks associated within the area being considered.

Our Ref:	PR2021-007
Date:	23 rd February 2021
Publication Date:	18 February 2021

SITE:	Land at Dilwyn Common, E342410 N254987 Dilwyn Herefordshire HR4 8HB
APPLICATION TYPE:	Planning Permission
DESCRIPTION:	Proposed creation of a designed wetland complex to provide tertiary treatment of the outflow from Dilwyn Sewage treatment works.
APPLICATION NO:	P203468/F
GRID REFERENCE:	342366 - 255017
APPLICANT:	Mr R J Verdin

With reference to the above application dated 18th February 2021. The Board must advise that the site lies within the Board's district and the watercourses forming the northern and southern boundaries of the site are both Board controlled; permanent 9 metre wide access strips for heavy maintenance plant must be provided alongside each watercourse in the field.

Our Ref:	PR2021-008
Date:	23 rd February 2021
Publication Date:	17 th February 2021
SITE:	Stoke Edith Estate Office Stoke Edith Hereford Herefordshire HR1 4HG
APPLICATION TYPE:	All others - Prior Approval
DESCRIPTION:	Prior approval for proposed portal frame structure to cover a pesticide sprayer run off area.
APPLICATION NO:	P210440/PA7
GRID REFERENCE:	360012 - 241208
APPLICANT:	Mr Rupert Foley

With reference to the above application dated 17th February 2021. The Board must advise that the site lies within the Board's district and any discharge of storm water to a local watercourse requires the prior written consent of the Board
Therefore, in accordance with the Board's Bye Laws and S15 of the Land Drainage Act 1991:

I would like to inform you of the Board's standard requirements in respect of surface water disposal and ask that they be taken into consideration when the application is assessed.

Requirements	
1	Rates for storm water runoff discharged from the site to replicate or achieve a reduction from the ' <i>greenfield</i> ' response of the site over a range of storm probabilities, accompanied by the <i>required On-site Storage</i> designed for the 1 in 100 year storm event.
2	For the range of annual flow rate probabilities, up to and including the 1% annual probability (1 in 100 year storm event) the developed rate of run-off <i>discharged from the site into an ordinary watercourse shall be no greater than the undeveloped rate of run-off for the same event.</i>

3	The potential effect of future climate change shall be taken into account by increasing the rainfall depth by 10% for computing storage volumes.
4	All in compliance with The Institute of Hydrology Report 124 (IoH 124) - <i>Flood estimation for small catchments (1994)</i>
5	All to the satisfaction of the Engineer to the Board
6	No additional surface water run-off to adjacent watercourse or any outfall structure is permitted without written Land Drainage Consent , which would have to be obtained from the Board under the terms of <i>the Land Drainage Act 1991</i> and the <i>Flood and Water Management Act 2010</i> .

I would also draw your attention to:

- *The area of River Lugg Internal Drainage Board is a Natural Flood Plain and whilst every effort will continue to be made to guard against and to alleviate flooding, no guarantee can be given against the worst effects of abnormal weather and river conditions.*
- *Compliance with the recommendations in the following Report: “Technical Guidance to the National Planning Policy Framework 2012”.*
- *That both current and future developers/owners should be made aware of the risks associated within the area being considered.*

Our Ref:	PR2021-009
Date:	8th March 2021
Publication Date:	26 th February 2021

SITE:	Pontrilas Sawmills Ltd, Pontrilas, Hereford. Herefordshire HR2 0BE
APPLICATION TYPE:	Planning Permission
DESCRIPTION:	Proposed construction of new timber treatment building.
APPLICATION NO:	210189/F
GRID REFERENCE:	340489 - 228662
APPLICANT:	Mr Jonathan Poynton

With reference to the above application dated 26th February 2021. The Board must advise that the proposed development lies within the Board's operational but will not affect any of its interests and there is no objection.

Our Ref:	PR2021-010
Date:	3 rd March 2021
Publication Date:	23 rd February 2021

SITE:	Lower Ledicot Farm, Ledicot Lane, Shobdon, Leominster. Herefordshire HR6 9NX
APPLICATION TYPE:	All others - Prior Approval

DESCRIPTION:	Proposed construction of a winter fill, water storage reservoir for irrigation
APPLICATION NO:	210514/PA7
GRID REFERENCE:	341871 - 260948
APPLICANT:	Mr Peter Vaughan

With reference to the above application dated 23rd February 2021. The Board must advise that the site is located within the Board's district but does not adversely affect our interests; therefore there is no objection.

Our Ref:	PR2021-011
Date:	10 th March 2021
Publication Date:	2 nd March 2021

SITE:	Land adjacent to A49 Stoke Prior Leominster Herefordshire HR6 0QJ
APPLICATION TYPE:	Planning Permission
DESCRIPTION:	Proposed erection of a steel portal frame building for the storage of solid farmyard manure.
APPLICATION NO:	210304/F
GRID REFERENCE:	350546 - 258538
APPLICANT:	Mr Peter Cooke

With reference to the above application dated 2nd March 2021. The Board must advise that the proposed development lies within the Board's area but will not affect its interests and there is no objection.

Our Ref:	PR2021-012
Date:	22 nd March 2021
Publication Date:	12 th March 2021

SITE:	Mortimers Cross Farm, Mortimers Cross, Leominster, Herefordshire HR6 9PD
APPLICATION TYPE:	Planning Permission
DESCRIPTION:	Proposed agricultural building (Fodder Store)
APPLICATION NO:	P210615/F
GRID REFERENCE:	342423 - 263491
APPLICANT:	Raymond

With reference to the above application dated 12th March 2021. The Board must advise that the proposed development lies within the Board's district but does not affect our interests and there is no objection.

Our Ref:	PR2021-014
Date:	23 rd March 2021
Publication Date:	17 th March 2021

SITE:	Unit 14, Haywood Industrial Complex, Wellington, Herefordshire HR4 8DZ
APPLICATION TYPE:	Planning Permission
DESCRIPTION:	Removal of existing roof structure. Proposed first floor extension to offices and roof over existing foot print.
APPLICATION NO:	P210578/F
GRID REFERENCE:	350366 - 248423
APPLICANT:	Mr Ian Musto

With reference to the above application dated 17th March 2021. The Board must advise that the proposed development lies within the Board's district but since our interests are unaffected there is no objection.

Our Ref:	PR2021-013
Date:	23 rd March 2021
Publication Date:	17 th March 2021

SITE:	Broad Farm Leominster Herefordshire HR6 0AN
APPLICATION TYPE:	Planning Permission
DESCRIPTION:	Proposed erection of agricultural manure store.
APPLICATION NO:	210562/F
GRID REFERENCE:	349035 - 260494
APPLICANT:	Mr M Sparey

With reference to the above application dated 17th March 2021. The Board must advise that the proposed development lies within the Board's district but since our interests are unaffected there is no objection.

5. Health, Safety and Wellbeing

Recommendation:

- To note the information contained in this Report

5.1 Health and Safety

5.1.1 Accident, incidents and near misses

Nothing to report.

5.1.2 COVID-19

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.

5.1.3 Health and Safety Reports

These can be viewed at Appendix F along with the Site Observation Checklist.

5.1.4 Health and Safety Quarterly Briefings

The minutes of the last meeting can be viewed at Appendix G.

6. Environmental Adviser's Report

Recommendation:

- To note the information contained in this Report

6.1 Legislation

Nothing to report.

6.2 BAP Implementation

Please find attached the report from the advisor at Appendix H that includes the audit of improvements apparent resulting from carrying out the Annual Maintenance programme.

7. Any Other Business by Leave of The Chairman

8. Date of Next Meeting

To be confirmed.

9. APPENDIX A – Notes of the ADA Board Meeting

The notes can be found of the following pages.

NOTES OF THE ADA BOARD MEETING
10th February 2021

BY ZOOM

1. Elections.
 - a. Robert Caudwell was re-elected as Chair for a further 3-year term.
 - b. The Following were re-elected as Committee Chairs

Policy & Finance	Tim Farr
Technical & Environmental	Trevor Purllant
2. Finance. There would be a surplus of £36,000 for the year. Income was down, but expenditure more.
3. Articles of Association. Draft amendments would be circulated to members.
4. Good Governance Guide. On-going.
5. Health & Safety. The first 3 modules will be available for download.
6. Red Diesel. ADA Had written to HM Treasury to ask for continued use of 'red diesel' by IDB's.
7. CO2 Reduction by ADA. A paper would be produced.
8. Staff Salaries.
 - a. The Board agreed the recommendation of a 1% increase.
 - b. A Remuneration Committee would be established.
9. EFRA Committee Report. The report had been published, with strong recommendations for river maintenance.
9. DEFRA.
 - a. The Environment Bill had been paused, but it was intended that the Bill should receive Royal Assent by the autumn.
 - b. The Byelaw Review was proceeding.
10. EA.
 - a. There had been good cooperation between the various agencies during the recent flooding.

- b. In the subsequent discussion the following points were made.
 - (1) The Maintenance Allocation from Government would be for one year only. A longer timescale was needed.
 - (2) Reservoir levels should be reduced when significant rain is forecast. Where this had been done flooding had been reduced. (obvious, I should have thought)
 - (3) The South West reported that since river maintenance had recommenced on the Somerset Levels flood incidence, and levels had reduced.

11. AGM & Conference 2021. Date(s) TBDL

- a. The AGM and Conference would be separated this year. As there would be a change of President, as it was thought that more time should be given to Association business.
- b. The events would be on separate dates if physical meetings were permitted. On a single day, if virtual.

James Hereford

12th February 2012

10. APPENDIX B – Accounts Needing Amendment

Please see the schedule of accounts over the following pages.

RIVER LUGG - ACCOUNTS NEEDING AMENDMENT

ACCOUNT	BALANCE	REASON FOR ALTERATION (notes on DRS)	STATUS
0512 MR S WELLINGS	-£62.19	Land removed June 2018 as duplicated elsewhere - no financial history provided so no means of tracing original payment	Annual Rate Demands, generated by Lesley on 30/04/2020
1179 MR A W BIGGS	-£42.48	Land deleted February 2019 as not in Board district	Annual Rate Demands, generated by Lesley on 30/04/2020
1145 MR L G ROWLANDS	-£41.36	Land deleted August 2018 as not in Board district	Annual Rate Demands, generated by Lesley on 30/04/2020
1271 MR R W GOOD	-£11.70	No land on account & no information on any transfers	Annual Rate Demands, generated by Lesley on 30/04/2020
0516 MR S C POSTANS	-£11.30	Land transferred to different account in July 2017	Annual Rate Demands, generated by Lesley on 30/04/2020
0327 MS S BUCK	-£10.06	Land transferred to different account in June 2018	Annual Rate Demands, generated by Lesley on 30/04/2020
0331 EXORS A DOWNES	-£7.62	No land on account as transferred elsewhere but Exors informed of Credit Sept 2020	Revised Rate Demands, generated by Lesley on 28/09/2020
0547 MR & MRS CHARTERS	-£7.56	Bacs payment made May 2020 but no land on account and no notes to explain	Annual Rate Demands, generated by Lesley on 30/04/2020
0232 MR A CORRICK	-£6.04	Land deleted October 2017 as not in Board district	Annual Rate Demands, generated by Lesley on 30/04/2020
0571 MRS D LINK	-£3.87	Land transferred to different account in September 2018	Annual Rate Demands, generated by Lesley on 30/04/2020
0652 MRS C H SWAIN	-£2.87	Land transferred to different account in June 2019	Annual Rate Demands, generated by Lesley on 30/04/2020
1114 MR D M HOPSON	-£1.24	Land transferred to different account in April 2016	Annual Rate Demands, generated by Lesley on 30/04/2020
0663 EXORS MR H DERBYSHIRE	-£1.12	Land transferred to different account in May 2016	Annual Rate Demands, generated by Lesley on 30/04/2020
0426 MR M JONES	-£1.04	Land transferred to different account in June 2019	Annual Rate Demands, generated by Lesley on 30/04/2020
0599 MRS M BALL	-£0.66	Land sold March 2014 - no other information provided	Annual Rate Demands, generated by Lesley on 30/04/2020
0583 MRS F E PRICE	-£0.18	Land transferred to different account in July 2018	Annual Rate Demands, generated by Lesley on 30/04/2020
1269 MR BARRIE MORGAN	£2.40	No land on account & no information on any transfers	Annual Rate Demands, generated by Lesley on 30/04/2020
0424 MR M GULLIS	£2.79	Land transferred to different account in June 2019	Annual Rate Demands, generated by Lesley on 30/04/2020
0115 P R & S WILSON	£2.80	Land transferred to different account in August 2015	Annual Rate Demands, generated by Lesley on 30/04/2020
0198 MR JORDAN RYAN	£2.80	Land transferred to different account in April 2013	Annual Rate Demands, generated by Lesley on 30/04/2020
0299 MR E A WHELAN	£8.74	DRS May 2020 ratepayer deceased but no land on account & no record of where transferred to	Annual Rate Demands, generated by Lesley on 30/04/2020
0666 MR S MORGAN	£9.95	Land transferred to different account in September 2014	Annual Rate Demands, generated by Lesley on 30/04/2020
TOTAL ADJUSTMENTS	-£181.81	IF ALL REMOVED BALANCE WILL BE £13,758.63	

11. APPENDIX C – Risk Register

A copy of the Risk Register along with the scoring matrix can be found over the following pages.

River Lugg IDB
Risk Scoring Matrix

IMPACT

		Score
High	Will have a catastrophic effect on the operation/service delivery. May result in major financial loss (over £100,000). Major service disruption (+ 5 days) or impact on the public. Death of an individual or several people. Complete failure of project or extreme delay (over 2 months). Many individual personal details compromised/revealed. Adverse publicity in national press.	3
Medium	Will have a noticeable effect on the operation/service delivery. May result in significant financial loss (over £25,000). Will cause a degree of disruption (2 – 5 days) or impact on the public. Severe injury to an individual or several people. Adverse effect on project/significant slippage. Some individual personal details compromised/revealed. Adverse publicity in local press.	2
Low	Where the consequences will not be severe and any associated losses and or financial implications will be low (up to £10,000). Negligible effect on service delivery (1 day). Minor injury or discomfort to an individual or several people. Isolated individual personal detail compromised/revealed. NB A number of low incidents may have a significant cumulative effect and require attention.	1

LIKELIHOOD

		Score
High	Very likely to happen	3
Medium	Likely to happen infrequently and difficult to predict	2
Low	Most unlikely to happen	1

Risk Rating

I M P A C T	High	Considerable management required 3	Must manage and monitor risk 6	Extensive Management required 9
	Medium	Risks may be worth accepting with monitoring 2	Management effort worthwhile 4	Management effort required 6
	Low	Accept Risks 1	Accept but monitor risks 2	Manage and monitor risks 3
		Low	Medium	High
Likelihood of occurrence				

Risk/Issue number	Risk / Issue	Mitigating actions completed	Mitigating actions planned or in progress, including action owners and target completion dates	Likelihood	Impact	Score
RLIB001	If the Environment Agency does not maintain to a satisfactory standard flood defences to the waterways under its control which also afford protection to the IDB area.	Regular liaison with EA and good working relationships with officers. Lobby via ADA branch network. Board Member identified to attend ADA board meetings ADA Marches Branch meeting Process in place for Board's Environmental Adviser to screen the annual maintenance programme to identify areas at particular risk when carrying out work. Land drainage consent form amended to include EA risk safeguards Policy Statement on Flood Protection and Water Level Management- updated and published on web-site.	Attendance at annual EA/ADA meetings. Raise any issues at next Marches branch meeting. Ecological Advisor scrutinises annual maintenance programme and LD Consent applications to identify environmental risks.	3	3	9
RLIB020	Due to coronavirus restrictions the Board is unable to carry out routine maintenance e.g spraying	*monitor and follow the governments coronavirus directives * ADA workshop on safe ways of working	* Monitor Gov advice. * for reference EA safe working circulated to Engineer and sub-contractor	3	3	9
RLIB021	The Board representatives are at an increased risk of exposure to the coronavirus by carrying out Board activities	* closely monitor and review government advice * meetings held via WebEx * no face to face meetings or held at a distance * ADA workshop on safe methods of working * review at April 20 H&S meeting of contractors covid-19 working practices	* Potentially temporarily cease all non-emergency activities * on going discussions with contractors re coronavirus precautions they have in place * Monitor and follow the government's coronavirus directives * River Lugg QR Code on display at plough lane	3	3	9
RLIB022	Engineer, the current engineer is a single point of failure if he leaves the role provides the direction and guidance to the activities of the board	the Engineer to the Board retired 31st march 2021. appoint engineer to the Board	Appoint engineer to the Board. Engineering service via JBA	2	3	6
RLIB005	Contractors contravene H&S regs and this leads to serious injury / fatality or extensive damage to property	Work of contractor monitored on a daily basis. H&S policy, reviewed and updated annually Update H&S policy and procedure in accordance with the construction (Design and Management) regulations 2015, including confirmation of roles and responsibilities. (Clerk- July 18) Annual review of H&S policy statement by Board and sub-contractor, Board approval (Oct 19) Adhoc specialist H&S advice re-procured (Nov 19) H&S statement 19_20 signed	H&S catch-ups arranged with contractor to coincide with Board meetings On-going monthly H&S reports from contractor. Quarterly H&S contract monitoring meetings with contractor Monthly H&S checks carried out by Engineer annual review and signoff of H&S statement	2	3	6
RLIB009	If the contractors performance falls to an unacceptable level then this may lead to adverse publicity or legal action against the IDB	Daily monitoring of performance by Engineer. Terms of contract includes specified levels of performance. Quarterly reports to Board on work completed / in progress. Insurance policies renewed May 2019 Update H&S policy and procedure in accordance with the construction (Design and Management) regulations 2015, including confirmation of roles and responsibilities. (Sept 2016) RLIDB H&S policy statement approved (Oct 2019) H&S responsibilities clarified - policy reviewed and agreed by contractor / Board rep (Oct 19) Specialist H&S consultant appointed (Nov 19)	H&S catch-ups arranged with contractor to coincide with Board meetings On-going monthly H&S reports from contractor. Quarterly H&S contract monitoring meetings with contractor Annual review and sign off of H&S statement Monthly H&S checks carried out and reported by Engineer	2	3	6

Risk/Issue number	Risk / Issue	Mitigating actions completed	Mitigating actions planned or in progress, including action owners and target completion dates	Likelihood	Impact	Score
RLIDB024	if IDB's are unable to use red diesel this will significantly increase the Board's operational costs.	letter to local MP's		2	3	6
RLIB015	Non-compliance with legislation or best practice may lead to adverse audit reports, legal action and loss of confidence in the IDB	Board reconstituted to reduce the number of elected Members to 10, appointed to 11 (completed Nov 18) Byelaws updated autumn 2017, based on the ADA module byelaws, approved by Board March 18. BAP Approved April Board meeting (April 19) copy of model byelaws released by ADA (2021)	update Board's byelaws based on newly released ADA byelaws (2021) Environmental consultant provides advice to the board and on works Specialist H&S adhoc support in place.	2	2	4
RLIB008	Lack of resources to enable the day to day operations of the Board to be provided.	Identification of any single point of failures. Documented end of year procedures	Monitor number of phone calls and response rates from ratepayers to the rating enquires phone number	2	2	4
RLIB014	If accurate information is not kept / maintained then the Board may be under or overcharging for liable land within the Board's Area.	Existing data / information has used to regularly bill customers over a number of years, and limited queries have arisen. As part of the data quality project all accounts were reviewed, ratepayers contacted seeking confirmation of landownership if no response then information from the RPA was used.	Exploring possibility of access to land registry information to validate land ownership information	2	2	4
RLIB002	Challenges from environmental bodies or groups for failure to adhere to policies and best practise	Maintain up to date knowledge of environmental policies and developments. Attendance at Annual EA meeting. Environmental Advisor consulted as required	Maintain up to date knowledge of environmental policies and developments. (All - ongoing). Liaison with catchment partners now being initiated	1	3	3
RLIB013	If an accident occurs to a member of the Board over the age of 85 while on Board duties they are not covered by the Board's Personal Accident Cover insurance	Personal Accident Cover insurance in place for those up to the age of 85, reduce benefit rate for those over 80 ADA insurance framework, quote requested - no response from provider. For Hoople employees no age limit applies to an employees insurance cover. Unaware of any current Board members over 85	continue as part of annual renewal of insurance clarify any age limit cover for Board members.	1	3	3
RLIB006	Potential legal proceedings up to corporate manslaughter charges.	Work of contractor monitored on a daily basis. Insurance polices renewed annually. Update H&S policy and procedure in accordance with the construction (design and Management) regulations 2015, including confirmation of roles and responsibilities. (Clerk - Sept 2016)	H&S catch-ups arranged with contractor to coincide with Board meetings On-going monthly H&S reports from contractor. Quarterly H&S contract monitoring meetings with contractor Annual review and sign off of H&S statement	1	3	3
RLIB007	Non-compliance with legislation or best practice may lead to adverse audit reports, legal action and loss in confidence in the IDB	IDB members informed and updated on any changes in regulations. HR, legal, environmental and H&S specialists engaged as required. Updates from ADA and Clerks group. Internal and external Audits. Qualified accounts.	All ratepayer accounts reviewed as part of annual billing, those ratepayers who do not responded receive a follow up, thus verifying ratepayer details. Exploring possibility of access to land registry information to validate land ownership information	1	3	3
RLIB010	Legal or insurance claims and / or bad publicity against IDB due to damage to 3rd party property or individuals	Environmental agency consulted as required. Insurance Policy renewed Annually. Complaints procedure available on website. Complaints received are reported to Board. Update H&S policy and procedure in accordance with the construction (design and Management) regulations 2015, including confirmation of roles and responsibilities. (Clerk - Sept 2016).	Monitor complaints and where appropriate put in place corrective action (Clerk - on going) update compliments and complaints process to refer to anti-fraud policy if financial transactions involved	1	3	3

Risk/Issue number	Risk / Issue	Mitigating actions completed	Mitigating actions planned or in progress, including action owners and target completion dates	Likelihood	Impact	Score
RLIB011	Due to excessive expenditure over the planned budget then this may lead to financial pressures that impact on the ability to complete scheduled maintenance work.	Regular finance report to Board, including income and expenditure. Budget monitoring. Segregation of duties between Engineer / Clerk and Responsible Finance Officer	AE monitors expenditure against budget on a monthly basis	1	3	3
RLIB019	If the use of phosphate based chemicals is banned on waterways within the Boards control then this could reduce the Boards ability to reduce the risk of flooding and improve water flow		Monitor	3	1	3
RLIB024	if the handover of management services from Hoople to JBA isn't effective then this may effect the day to day workings of the board	Introductory meeting held. Information hand over list	regular catch-up meetings. Hoople to prepare April 21 board papers, internal audit for 20/21	1	3	3
RLIB003	Planning applications are not responded to in a timely and appropriate manner	Planning applications monitored weekly to identify any which fall within IDB area. Access to suitably qualified consulting engineer	Monitor planning applications submissions and response	1	2	2
RLIB004	Land drainage consents are not dealt with promptly, within the 2 month determination period, otherwise deemed to be approved.	Internal administration systems in place.	Monitor planning applications submissions and response	1	2	2
RLIB016	If there is a significant reduction in or insufficient funding (grants or other income) then this may lead to financial pressures that impact on the ability to	Income required based on estimates and agreed by Board. Debt collection and reminders issued. Regular finance report to Board, including income and expenditure. Budget monitoring.	All unpaid accounts monitored and appropriate recovery action taken	1	2	2
RLIB012	Loss of income through error or Fraud	Internal controls & segregation of duties. Whistleblowing Policy. Internal and External Audit. Regular finance reports to Board on income and expenditure. Financial regulations approved (2020) Update risk register to have target dates (July 2016)	All accounts reviewed, those not responded followed up. Analysis of land where no ratepayer identified, seek details of land ownership	1	2	2

12. APPENDIX D – Annual Governance and Accountability Return

A copy of the draft Annual Governance and Accountability Return (AGAR) part 3 for 2020/21 can be found over the following pages.

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

ENTER NAME OF AUTHORITY
River Lugg IDB

ENTER FULL URL OF AGAR ONLINE SITE/WEBPAGE ADDRESS
<https://www.shiregroup-idbs.gov.uk/idbs/river-lugg-idb/>

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER River Lugg 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 2021, that:

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

*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

<https://www.shiregroup-idbs.gov.uk/idbs/river-lugg-idb/> SITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	80,523	109,867	<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>
2. (+) Precept or Rates and Levies	235,588	242,402	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	3,866	3,149	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	0	0	<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>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	210,110	213,549	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	109,867	141,870	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	112,065	132,971	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	0	0	<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>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (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 2021 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

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER River Lugg IDB AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

13. APPENDIX E – Monthly Rainfall Totals for Leominster

The rainfall data is shown overleaf.

Monthly Rainfall Totals for Leominster STW Raingauge

Month	Monthly Rainfall [mm]
Jan 2021	82.2
Feb 2021	45.6
Mar 2021	21.8

Met Office Long Term Average (LTA)

Year	LTA Rainfall [mm]	% of LTA
Jan	58.30	9.30
Feb	44.91	7.16
Mar	39.71	6.33
Apr	43.46	6.93
May	48.29	7.70
Jun	50.86	8.11
Jul	50.31	8.02
Aug	52.54	8.38
Sep	49.79	7.94
Oct	63.27	10.09
Nov	65.68	10.48
Dec	59.89	9.55
Total	626.99	100.00

Corbett Farms Rainfall

Month	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Average	2020 as % of 19Yr Av
January	52.0	51.4	65.6	169.0	72.6	88.8	55.0	88.9	27.0	67.1	90.7	71.7	126%
February	41.8	22.3	55.8	144.9	39.7	68.9	49.9	32.5	44.5	162.9	74.1	58.6	126%
March	11.0	10.9	79.3	33.2	57.7	70.0	64.9	116.7	70.6	41.3	31.7	55.3	57%
April	4.6	118.0	14.9	54.3	14.2	46.4	14.8	83.0	72.7	36.5	0.0	46.6	0%
May	46.8	58.9	76.4	81.9	64.7	67.3	60.1	56.9	28.6	15.9	0.0	58.5	0%
June	65.4	167.4	24.6	34.5	26.2	76.7	51.8	9.6	121.7	83.3	0.0	57.6	0%
July	42.1	100.9	31.9	36.2	57.9	5.6	39.9	26.8	26.5	25.2	0.0	54.0	0%
August	28.9	66.1	67.7	94.1	124.4	49.2	59.9	55.7	75.4	104.2	0.0	60.6	0%
September	32.2	107.4	46.6	12.8	33.0	77.0	60.7	68.3	103.7	32.6	0.0	47.9	0%
October	59.4	69.7	152.1	98.0	22.7	15.3	42.0	61.0	129.4	100.0	0.0	78.3	0%
November	61.5	94.5	52.2	80.7	82.7	103.1	48.2	66.9	137.9	46.4	0.0	73.3	0%
December	93.9	148.6	83.2	34.6	117.1	31.3	99.1	89.9	111.9	136.8	0.0	76.9	0%
mm	540	1016	750	874	713	700	646	756	950	852	197	739	103%
inch	21.2	40.0	29.5	34.4	28.1	27.5	25.4	29.8	37.4	33.6	7.7	29.1	

14. APPENDIX F – Health & Safety Reports

Copies of the reports from January 2021 to April 2021 can be found over the following pages.

JOHN MEREDITH PLANT HIRE – RISK ASSESSMENT AND CHECK LIST			
Monthly Return Month end: <u>Jan 2021</u>			
SITE: LUGG DRAINAGE			
	Yes	No	N/A
Are Risk Assessments Available	✓		
Have you done the job before?	✓		
Are you competent to do this work?	✓		
Have you the necessary tools?	✓		
Are the tools safe and in a good state of repair?	✓		
Have you the correct PPE?	✓		
Accidents recorded and reported to Area Engineer during Month	None		
RIDDOR accidents/incidents Reported during Month	None		
Near Misses	None		
Reportable environmental incidents	None		
First Aid box checked	Yes		
Comments:	None		
Signed: John Meredith Plant Hire	Blewis		
Date	31 Jan 2021		

JOHN MEREDITH PLANT HIRE – RISK ASSESSMENT AND CHECK LIST			
Monthly Return Month end: Feb 2021			
SITE: LUGG DRAINAGE			
	Yes	No	N/A
Are Risk Assessments Available	✓		
Have you done the job before?	✓		
Are you competent to do this work?	✓		
Have you the necessary tools?	✓		
Are the tools safe and in a good state of repair?	✓		
Have you the correct PPE?	✓		
Accidents recorded and reported to Area Engineer during Month	None		
RIDDOR accidents/incidents Reported during Month	None		
Near Misses	None		
Reportable environmental incidents	None		
First Aid box checked	Yes		
Comments:	None		
Signed: John Meredith Plant Hire	J. Lewis		
Date	28 Feb 2021		

JOHN MEREDITH PLANT HIRE – RISK ASSESSMENT AND CHECK LIST			
Monthly Return Month/End: <i>March</i>			
SITE: LUGG DRAINAGE <i>River Lodon</i>			
	Yes	No	N/A
Are Risk Assessments Available	<input checked="" type="checkbox"/>		
Have you done the job before?	<input checked="" type="checkbox"/>		
Are you competent to do this work?	<input checked="" type="checkbox"/>		
Have you the necessary tools?	<input checked="" type="checkbox"/>		
Are the tools safe and in a good state of repair?	<input checked="" type="checkbox"/>		
Have you the correct PPE?	<input checked="" type="checkbox"/>		
Accidents recorded and reported to Area Engineer during Month	<i>None</i>		
RIDDOR accidents/incidents Reported during Month	<i>None</i>		
Near Misses	<i>None</i>		
Reportable environmental incidents	<i>None</i>		
First Aid box checked	<i>Yes</i>		
Comments:	<i>None</i>		
Signed: John Meredith Plant Hire	<i>B Lewis</i>		
Date	<i>31/3/21</i>		

Site observation checklist – River Lugg Internal Drainage Board (RLIDB)

Auditors Name: Philip Chandler		Date of visit: 06/04/21
Site Location: Stretton Grandison Area	Nature of activity on this site: Clearing river Lodon and bank repair. Tree clearing	
Map Reference: GR 624435	Both operatives on break at time of visit – Ground dry and weather sunny but cold wind adding to wind chill	
Number of operators on site: 2		
Key Specifics to Check	Comments	Corrective Actions
1. Site control (Safety & Security): Is there is adequate signage in place for security and to protect visitors and members of the public?	Sign at bottom and top of track showing work under way – No overhead wires in the vicinity of the work being undertaken today	Nil
2. Appropriate PPE being worn and in date Check date on helmets and condition of any PPE/PPC Personal Clothing & Equipment	Bump caps dated - Both in date – Jackets/boots being worn Chainsaw helmet in date	Nil
3. A Risk Assessment and Method Statement (RAMS) is available which is site specific?	RAMS available in support vehicle	Nil
4. Is there a Full First Aid Kit in place with appropriate equipment? (Haemostatic bandages/tourniquets, eye pads etc.)	First aid kit checked — Main First Aid Kit not dated but bandages are in date	Still suggest a checked by date is added to the main kit list lid
5. Equipment Is equipment in good condition? Look for damage to guards and are they correctly adjusted.	Digger and safety vehicle – Bucket and grabber in operation. Chainsaw being used. JCB is approx 3 years old and appears to be in order	Nil
6. Fire safety As a result of the Fire Risk Assessment: Are suitably qualified staff available for Fire Safety and are there suitable numbers of in-date/tested fire extinguishers?	Risk assessment in place, – Fire extinguisher is in date. Replaced since last visit	Nil

7. Buoyancy Aids and Throw Lines Are appropriate buoyancy aid on site and being worn where appropriate?	Working on and close to water (approx 2 ft deep) – Both buoyancy aids available on support vehicle, located close to the working area	Nil
8. Traffic Management As part of the specific RAMS has traffic flow and management been identified and how is it managed?	As above sign in place at both ends of track and support vehicles blocking path to prevent access to area where work in being carried out. Work area on public footpath. Signs out and located close to footpath signpost	Nil
9. Are there natural/environmental hazards: Look for deep water, working alongside electrical powerlines or close to road. Are the risks for theses hazards adequately controlled?	Environmental survey carried out and copy held with operatives. Powerlines not in the immediate area where work was being carried out or on access route today	Nil

Issues Raised by: Phil Chandler 06/04/2021

Summary of findings:

ACTION PLAN –

Actions required	Corrective Actions Options/Recommended	Who By	When	Signed off as Completed
1. Suggest label on first aid kit noting last checked, taking not of date on bandages	Still recommend - Affix label to lid of box, with date of checks and date of replacement of stock – Outstanding from last visit	Contractor	By next visit	
2. Extinguisher examination due next month	Ensure extinguisher is checked or replaced by next month	Contractor	End Jan	In place as of 04/21
Review of Findings carried out by: Philip Chandler (Health and Safety Advisor RLIDB)			Signed: <i>Phil Chandler</i>	
			Dated: 06/04/2021	

ALL OUTSTANDING ACTION COMPLETED

NAME(Print):	Date:	Nominated signatory (PRINT):	Date:
Signature:		Signature:	

15. APPENDIX G – Minutes of Health and Safety Meeting

The minutes of the above meeting that took place on Wednesday 7th April 2021 can be found over the following pages.



Health and Safety Meeting
Wednesday 7th April 2021 at 4.00pm
MS Teams meeting

In Attendance:

Craig Benson – Clerk to the Board
 Adrienne Davies - Outgoing Clerk to the Board
 Les Harrison - Area Engineer
 Fred Meredith - John Meredith's Plant Hire (JMPH)
 Phil Chandler – Health and Safety advisor

Apologies:

Cllr Sebastian Bowen, RLIDB delegated Health and Safety Board Member

Item No.	Item	Action Owner	Date Completed
	<p>Introduction</p> <p>CB advised that a new Engineer had been appointed and would start on 4th May 2021. He confirmed that she was a Civil Chartered Engineer and had previously worked with the Environment Agency and Forestry Commission.</p> <p>LH queried if the use of the Environmental Adviser on an hourly basis would still be continued. CB confirmed that was the initial intention so that an understanding of how the Board operated was obtained advising that, along with support from the JBA team, this would ensure that the Board were operating within Legal Requirements and not falling foul of current legislation.</p>		
1.	<p>Notes / actions of previous meeting (5th January 2021)</p> <p>The notes from the last meeting were agreed.</p>		
2.	<p>All actions from last meeting</p> <p>AD confirmed that the Health & Safety Statement and Reports had all been signed off</p>		
3.	<p>Review the Health and Safety returns received / audits</p> <p>All health and safety returns and audit reports for the period January 21 to March 21 were reviewed and all concurred there were no issues.</p> <p>PC advised that the following recommendation was outstanding from the last meeting:</p> <ul style="list-style-type: none"> Put a label on the outside of the first aid box detailing check dates and stock replacement dates. <p>FM apologised this had not been completed yet and that would be sorted.</p> <p>AD queried the status of the Fire Extinguisher. PC confirmed this had been checked and was in date for the next 12 months.</p> <p>LH advised that PC had recently been undertaking Audits on his own as he had been unable to accompany him in the circumstances. CB commended both of them for the quality of the forms produced and was sure that the new Engineer would participate in the future.</p>	FM	

	<p>CB asked if the Board had sight of the report. AD confirmed that they were provided with a copy of the minutes and all the reports.</p> <p>CB then added that photographs would be beneficial to add to the report along with, from a safety point of a view, a grid reference and a “what 3 words” reference stating that the emergency services had all started to respond on that basis.</p> <p>CB queried the action taken with regard overhead cables. FM confirmed that blue cones were utilised. CB advised that, in terms of sharing knowledge and experience, contractors utilised by the Shire Group of IDBS had use of Suparules which measured the height of the cables, pointing out that Power Companies were beginning to ask for proof they had been measured. FM confirmed they had access to the old Carbon Fibre slides. CB stated as long as they had evidence that the height of cables had been measured advising that in Lincolnshire there had been cases where cables had been struck and that the HSE had started to do spot checks which he was sure would become more prevalent in all areas.</p>		
4.	<p>Covid-19</p> <p>AD confirmed that the Key worker template provided by CB had now been issued to all relevant parties.</p> <p>FM advised that letters were being issued to all their workers every few months to remind them of there duties of care and responsibilities.</p>		
5.	<p>Any other Business</p> <p>CB thanked LH for all his service to the Board, all concurred.</p> <p>LH and FM thanked AD for all her help and assistance over her tenure with the Board.</p>		
6.	<p>Date of next meeting: July – date to be confirmed</p>		

16. APPENDIX H – Biodiversity Audit 2020/21

A copy of the report can be found over the following pages.

River Lugg Internal Drainage Board

Biodiversity Audit: 2020/2021

W. R. C. Watson, MCIEEM

Ecological Consultants

Commissioned by:

RLIDB

WRC W/ 1830b

1. Curl Brook, Lateral

A Barn Owl box was installed on large oak tree at Lowe Farm, Pembridge in 2020. Barn Owls *Tyto alba* are specially protected under the Wildlife & Countryside Act. Provision of Barn Owl nest boxes is a target within the RLIDB – Biodiversity Action Plan Work was undertaken under Table 14, Barn Owl species action plan, Target 2.1 and 2.2 (see also 10.4.2).



Photo 1: Veteran Oak with barn box installed, Curl Brook, lateral located along the fence line



Photo 2: The landowner erecting the box provided by the RLIDB

Future recommendations: Ensure that there are areas of rough grass on the farm where small mammals can thrive. Barns Owls require this habitat for finding their prey. Where possible the RLIDB should maintain a rough strip of grassland next to the Curl Brook lateral. If the ditch bank requires grass cutting, make sure there are other areas of similar habitat elsewhere on the farm.

During ditch maintenance work in 2020 barley bales were placed at the confluence of the Curl Brook, lateral to prevent sediment loss into the Curl Brook. This action

conforms to Table 7 under the Habitat Action Plan: Rivers and Streams, Action Reference 2.1 to 2.3.

2. Tippetts Brook

A range of riverside enhancement work were carried out on the Tippetts Brook just to the south of Tyrrel's Court at Sllars Dilwyn. This work was carried out because the trees and shrubs adjacent to the Brook were casting too much shade and the banks were eroding and collapsing into the Brook; this causes sediment loss. The shade is detrimental for fish spawning and compromises the river and bankside habitat for aquatic invertebrates which are important food sources for fish; a balance is require creating unshaded areas as well as leaving areas which are still under shade. The following tasks were carried out in winter 2021: Hedge laying of Hawthorn (see Photo 3); establishing new pollarded Crack Willows (see Photo 4); Stabilising the banks with logs, a natural means of prevent bank loss (see Photo 5); re-pollarding old Crack Willow to prolong their life and provide habitats for nest birds and roosting bats (see Photo 6) and leaving logs piles to provide refugia for amphibians, small mammals etc (see Photo 7).



Photo 3: Management work on the River Lodon opening up a shaded part of the river



Photo 4: Creating new pollards along an open section of riverbank



Photo 5: River revetment work to stabilise the bank and provide wildlife niches



Photo 6: Pollarding of ancient Crack Willows prolonging their life



Photo 7: Building logs piles to provide wildlife refugia

This work meets the fishery target listed in Table 15, Target Ref.4.1. The bank stabilization work meets the Streams & Rivers Target 2 on Table 7 “Control of erosion and sediment loss”. These management actions also meets the targeted action on Table 10 for Woodland, Wet Woodland. This includes “Management of bankside trees and vegetation, tree and shrub planting and introduction of dead wood”.

The bankside revetment work using natural logs provides cover for a range of species including Otter *Lutra lutra*, Kingfisher *Alcedo atthis* and other nesting birds. Old hollow trees such as the hollow Ash tree pictured below have been retained (see Photo 8) because they potentially support Bat roosts (see Species Action Plan: Bats -Table 13). The retention and re-pollarding of old pollards also prolongs the life of these trees.



Photo 8: Hollow Ash tree retained for Bats and other wildlife

3. River Lodon

Bankside enhancement work was carried out on the River Lodon at Stretton Grandison, between the A417 in the north and Watery Lane in the south, to provide both shaded and unshaded areas. The banks of Lodon had become heavily shaded in places which is detrimental for fish spawning and compromises the river and bankside habitat for aquatic invertebrates which are important food sources for fish.



Photo 9: Hedge laying and revetment work on the River Lodon opening up a shaded part of the river

This work meets the fishery target listed in Table 15, Target Ref.4.1. It also meets the targeted action on Table 10 for Woodland, wet Woodland, Target Ref. 3. Although not specially listed, piles of bankside wood positioned horizontally, provides protection from above from predators and should improve opportunities for Kingfisher nesting.

Work carried out at the weir across the River Lodon at Filling Bridge has opened up the pool beside the man-made weir, just downstream is a natural riffle (see Photo 10). The tree management work will benefit the fish population in particular Bullhead *Cottus gobio* and Brown Trout *Salmo trutta* which are BAP associate species and present in the Lodon. This work meets the fishery and River & Stream target.



Photo 10 River Lodon weir and pool below Filling Bridge after tree management work

Whilst carrying out monitoring work on the River Lodon on 20th March 2021. The invasive non-native species Himalayan Balsam *Impatiens glandifera* was seen on the upper bank beside the River at SO6248 43224, Watery Lane, Stretton Grandison. There were old stem and young cotyledons present. In line with other BAPs the RLIDB BAP recommends eradication of this and other non-native species (see Table 7, Target 1 and Table 18 species action plan: Invasive Non-native species). In line with Target 1.3, a copy of this report will be sent to the Herefordshire Biological Record Centre. This information can be used for a targeted eradication programme.

Future recommendations: It is difficult to gauge the extent of the problem at this time of year. Summer monitoring is preferable when the plant is in full leaf. Depending on skill and ability, staff training should be arranged to identify this plant, and other non-native species in line with Action Ref. 1.1 under Table 18.

4. Species Action Plan: Black Poplar

Black Poplars *Populus nigra* ssp. *Betufolia* are the UK's rarest timber tree (see Photo of Black Poplars). In 2020 – 2021 young Black Poplars truncheons were provided by local farmer Tony Norman. They were planted along watercourses managed by the RLIDB in line with Species Action Plan: Black Polar Table 17, Target 3 (see Photo 11).



Photo 11: Young Black Poplar truncheon planted beside Tippet Brook

Future recommendations: In order to enable this species to set seed female trees should also be planted where the male trees are or have been established. A female tree has recently been located in the county (pers.com Tony Norman). Cuttings should be taken from this tree and raised as truncheons so that the Board also has a

supply of female Black Poplars to plant out along watercourses. There are several locations known in Worcestershire and one in Gloucestershire where cuttings could also be taken.



Photo 12:: Male Black Poplar trees with leaning trunks and branches arching downwards Leysters Parish, Herefordshire

5. Species Action Plan: Otter

The A4103 as it crosses the River Frome at Five Bridges, Bishops Cleeve is a location where otters are forced to cross the busy main road when water levels are high. It is at grid reference SO 65882 46894 (see Photo 13). There has been at least one death reported (pers.com P. Toon), by local resident. The road bridge has no otter ledges. It would be worth seeing if there are possible solutions such as building a ledge or creating an underpass beneath the road causeway. This is an example where liaison with the Herefordshire Wildlife Trust and the Environment Agency could be fruitful. These actions conform to action target 3 on Table 12.



Photo 13 the A4103 road bridge over the River Frome with no otter ledges

The invasive non-native species Himalayan Balsam *Impatiens glandifera* is plentiful on the right bank of the River Frome beside road bridge at SO 65884 46920, Watery Lane, Stretton Grandison. There were cotyledons present. Himalayan Balsam is widespread in this locality (see Photo 14). In line with other BAPs the RLIDB BAP recommends eradication of this and other non-native species (see Table 7, Target 1 and Table 18 species action plan: Invasive Non-native species).

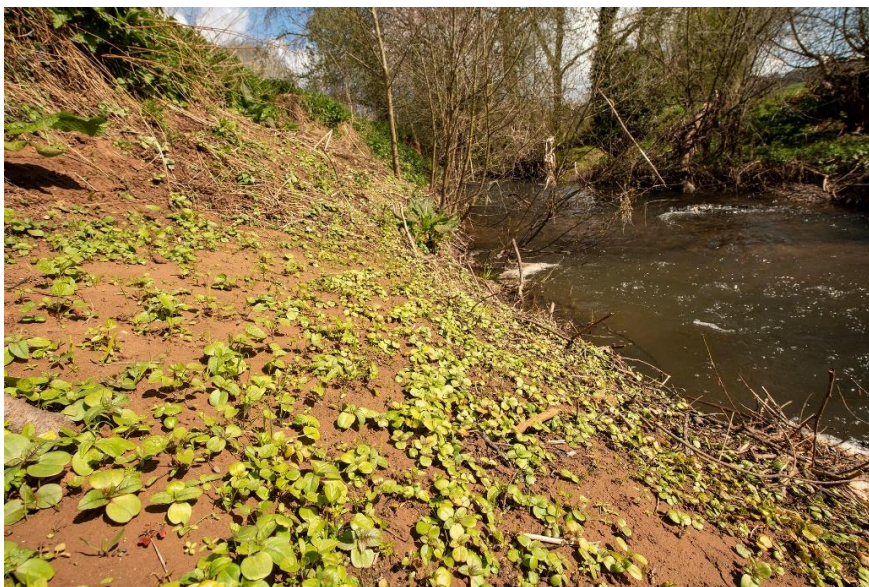


Photo 14 Cotyledons of Himalayan Balsam on banks of the River Frome

6. Future recommendation and suggestions to achieve targets

In order to conduct the monitoring programme efficiently it is recommended that watercourse where management is due to take place should be surveyed in advance of the work to search for protected species and other species included within the BAP. Monitoring of habitats and species is required and this course of action will allow both monitoring and an impact assessment to be conducted concurrently. Follow up visits will be required after management work has taken place to complete the monitoring process. This is considered to be the most-cost effective approach.

Some sites managed by the RLIDB should be monitored independently of impact assessment work. This is to keep pace with the demands of plan and the cater for occasions where there is a priority to target certain species and habitats; for example if there is an existing scheme in operation to protect and conserve a species and it is to the mutual benefit of the RLIDB to participate.

We need an up-to-date list of protected species and other BAP species from the Herefordshire Biological Record Centre to show which species occur on watercourse under the RLIDB's management. The existing plan gives a guide to where these species occur, but since its delivery in 2019 new species records have been added. For example recent eDNA studies have been conducted for White-clawed Crayfish *Austropotamobius pallipes* in our region and their DNA has been detected further downstream in the River Lugg. This may have implications for management. Water Voles *Arvicola amphibius* are continuing to decline and they are highly mobile in their habits; recent records of sightings are important for conservation work and BAP implementation.

The BAP recommends that partnerships are established between other BAP partners (see Table 19. Target Ref. 2). There is a lot which could be achieve here. There are several current projects which involve protected and BAP species operating in the county where the RLIDB could assist and these partners could benefit the conservation work of the Board. A list of potential projects which would

benefit from mutual cooperation should be drawn up with a view to establishing links. For example the Environment Agency are actively engaged in White-clawed Crayfish BAP conservation work, we could work with them to find new records of the species and possibly find ARC sites. We could benefit from receiving up-to-date information and records to enable their management conservation. To aid this process it would also be advantageous to meet with the various partners, either via a Zoom meeting or in person if and when current restrictions are eased. This networking process should be a great benefit to facilitate implementation of actions.

The higher plants recorder for Herefordshire, Stuart Hedley is coordinating a new County Flora. Significantly he is planning to map vegetation types as well. This may provide an opportunity to cooperate with them to map the county's wetland habitats, focusing on the so-called priority habitats. This would match the Habitat Action Plan targets for Wetland, Woodland and grasslands (see Tables 8 to 10).

In terms of the BAP review a recording process needs to be put in place to accurately account for actions that have taken place which match the targets in the BAP. This should include a report system. This work should be undertaken by the Ecological Adviser. Quite a lot of the management undertaken by the Board, whilst achieving flood alleviation, also represents a positive target under the BAP such as the revetment work and leaving log pile which create deadwood habitat. It is important actions get reported. Mostly this will be recorded as a consequence of the Ecological Adviser visiting a site during or after maintenance but on occasions contractors or the Board engineer could sent photos to assist this process.

In the Procedural Action Plan under Table 19 Target Ref. 1, it recommends the provision of training on biodiversity awareness and conservation. The Ecological Adviser can provide training to staff and contractors covering a range of actions in the plan. In some case though it would be appropriate to invite specialist trainer in, for example in otter/bat conservation and management techniques. Other organisations engage also in such training and it may be possible to organise combined training events when the situation allows.



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