



Ancholme

Internal Drainage Board

Board Meeting
Godfrey's Offices
Elsham Top
Brigg
DN20 0NU

Meeting Papers
Wednesday 12 January 2022, 14:00



Shire

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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 Minutes of the meeting held on 3 November 2021

Members Present:

Mr J Akrill	JAk
Mr J Anyan	JAn
Mr R Borrill	Chair
Mr R Douglas	RD
Mr I Dowson	ID
Mr A Godfrey	AG
Mr R Herring	RH
Mr R Holloway	RH2
Mr J Jackson	JJ
Mr P Jones	PJ
Mr T Nelthorpe	TN
Mrs H Rowson	HR
Mr C Sherwood	CS
Mr N Sherwood	NS
Mr M Storey	MS
Mr W Strawson	WS
Mr H Williams	HW

In attendance on behalf of JBA Consulting

Officer Present:

Mr C Benson	Clerk
Mr P Jones	Engineer
Mr D Blake	Finance Officer

Also in attendance was a member of the public.

Election of Chairman

2021.64 AG proposed RB, it was seconded by JJ and unanimously approved. The Chairman thanked members for their continued support.

Election of Vice Chairman

2021.65 JJ proposed AG, it was seconded by HW and unanimously approved.

Declaration of Interest

2021.66 HR, NS & CS in Item 4.2.1 and 43. WS in item 3.5 and the Clerk declared a personal interest in item 2.6.



Apologies for Absence

2021.67 Apologies for absence were received from Mr. C. Day, Mrs. J Jackson, Mr. J James and Mr J Summers.

Minutes of the Meeting 26 May 2021

2021.68 Minutes of the meeting held 26 May 2021 were considered. **AG proposed signed as true record, CS seconded.**

Matters arising not discussed elsewhere on Agenda

2021.69 There were none.

Minutes of Extra Ordinary Meeting 1 October 2021

2021.70 Minutes of the extra ordinary meeting 1 October 2021 were considered. It was agreed to add MS as an attendee and record that JJ gave his apologies. **CS proposed minutes as a true record, JA seconded and all approved.**

Complaints/FOI requests

2021.71 Engineer informed members of a recent complaint/claim that had been received following this year's maintenance works on a watercourse near Kettleby. Engineer confirmed that, following discussions with the Contractor, it was the intention to challenge the claim.

Clerk Report

2021.72 Policy – Standing Orders – The Board were requested to approve the amended Standing Orders that had been circulated within the papers. **RD proposed, HW seconded and all approved.**

2021.73 Policy – Byelaws – The Board were requested to approve the updated Byelaws that had been circulated within the papers. **AG proposed, WS seconded and all approved.**

2021.74 Legislation – Red Diesel - Board noted the current position that it was unlikely that the industry would be granted an exemption to continue using red diesel. Members were encouraged to lobby their MPs.

2021.75 Humber Strategy – Clerk updated Members on the current progress of the strategy that the governance structure and accepted levels of risk were reaffirmed by all partners.

2021.76 ADA – Members were reminded that they still had time to register for the virtual ADA annual conference.

2021.77 Elections – Clerk confirmed that the election process had been completed and that all existing members had been re-elected to stand for a further three-year term of office.

2021.78 Employees – Clerk declared a personal interest in this matter. Engineer informed members that the new employees would start their employment with the Board on 8 November 2021. The Catchment Manager was a qualified electrical engineer and the Assistant Catchment Manager had experience of running diesel pumps. Discussions had been held with the existing employee regarding a transition process. The new employees would be undertaking the necessary training requirements as well as getting to know their way around the district. NS proposed that the new employees are invited to the next Board meeting and introduced to Members. This was agreed by all and that the Clerk would arrange.



Finance Report

The Finance Report previously issued to Members was discussed.

- 2021.79** Rating Report – FO advised that the current outstanding balance £88,722.16, of which £77,058.68 was paid via instalments. It was confirmed that North Lincolnshire Council had paid their second levy instalment.
- 2021.80** External Audit – The audit had been completed with no issues raised.
- 2021.81** Budget Comparison – FO took members through the report and explained the significant variances namely the Telemetry and Foreign Water Income. The expenditure was in line with expected, but members noted the likely increase in maintenance costs as a result of the new employees. RH asked if the Board could be sure that they received all the costs for pumping flood water. FO confirmed that this was the case and Engineer reminded members of the additional claim that was made last year when South Kelsey Pumping Station had to assist with the evacuation of flood water.
- 2021.82** Five Year Budget Estimate – FO reviewed the budget estimate and the direction of travel over the period. RH noted that the rates didn't need to be increased. TN asked whether the pumping station expenditure includes provision for "wet" years. The FO confirmed that they did.
- 2021.83** Schedule of Payments – RD enquired why the board were making a payment to Lincs Wildlife Trust for the Greater Lincolnshire Nature Partnership. It will be discussed further at the next meeting. **Approval proposed by HW and seconded by TN.**

Engineers Report

Asset Management

- 2021.84** Hydraulic Modelling – The pumped catchment survey is complete, and the survey team are now entering the gravity catchments. The team has also extended the survey outside of the drainage district upstream of IDB maintained watercourses, into villages with historic flood risk in partnership with North Lincolnshire Council and Lincolnshire County Council; funded through Grant in Aid with the Environment Agency.
- 2021.85** Telemetry – Contact has been made with the preferred supplier who has confirmed their prices. A meeting has been planned with the supplier and the new employees to ensure that the new system is fit for purpose. It will be a staged installation process with those sites that are currently not functioning high on the priority list. RH enquired why Selby Area IDB had not yet reached a decision. Engineer confirmed that it was hoped that this IDB would reach a verdict at their next meeting.
- 2021.86** Riparian Responsibility Pilot – The progress of this pilot project was noted.

Water Level Management

- 2021.87** Low Farm Outfall – NS declared a personal interest as he was the Planning Chairman of NLC. Engineer updated members on current position and that he was waiting for further discussions with owner's land agent before agreeing a start date for the works.
- 2021.88** Main River – Engineer confirmed that Keeton Marine will be undertaking the outfall inspections between the 10th and 24th January when the River Ancholme levels will be lowered.

It was also noted that the Engineer, on behalf of the Board, would raise with the EA on an annual basis those main river sections that are in need of maintenance works where IDB systems flow into them.



West Drain - Chair introduced the member of the public who had an issue with West Drain. He was invited to address the Board with an overview of the issues they had with the maintenance works carried out. The main area of contention was the length of the drain downstream of Scabcroft Weir. It was noted that the EA had de-silted the drain and renovated the weir but there was still a problem. The doors on the outfall were leaking and allowing silt back up the watercourse. Also in times of heavy inundation, water is allowed to flow into West Drain from the River Ancholme to prevent the town of Brigg from flooding. He would like to know who checks the works once they have been completed and re-examines the silt levels. The situation has progressively got worse over the last 10 years. RH2 briefly updated members on the operation of the gates at South Ferriby. Engineer confirmed that the day to day operation of the gates is under Main River responsibilities with the EA. RB stated Board have worked with the EA to carry out maintenance works on main river within the Board's district and that they have a very healthy working relationship. Engineer confirmed that the EA had indicated that they were currently deweeding West Drain from Broughton to South Ferriby and that the riparian owners had been notified.

Chair advised the member of public to continue to liaise with himself and the Engineer with regard to this matter.

WS added that there were issues with maintenance around Wressle where properties had been flooded. The Engineer would raise this with the EA.

MS asked if the Board could undertake the works on main river and invoice the EA for the works. Members noted this principle.

Member of public thanked the Board for the opportunity to discuss this matter.

South Ferriby embankment – TN asked which embankment, new or old, would the EA be maintaining. Engineer had asked the EA to maintain the old bank for access due to the IDB systems. He would check with the EA and report back to the Board.

RH2 confirmed that the South Ferriby Parish Council would cut the grass as the EA only cut the grass once a year. The Parish Council have no plans to maintain the old embankment. HW noted that the old bank is eroding quite quickly. RH asked what would happen to Fulseas Pumping Station. The Engineer advised that it would be part of the Board's capital refurbishment programme in future discussions with the EA. RH2 confirmed that access is now possible to this station following completion of the works.

2021.89 Redbourne Village Flood Alleviation Scheme - The planned start date of the works is 6 December.

Enforcement

2021.90 Planning, pre-application advice, and consents. Details contained in the report were noted by members.

2021.91 Engineer confirmed that works alongside Fulseas Drain would be carried out in the near future.

Health Safety & Wellbeing

2021.92 Information noted.

Environmental Adviser's Report

2021.93 Information noted.



Management Services Contract

2021.94 The Clerk was invited to give members an overview of the existing contract and to review the key points with the new five-year contract. Members of JBA Consulting were then asked to leave the meeting whilst the Board discussed the proposals. Following which the Chairman thanked the Officers for their hard work and diligence and was pleased that the Board had unanimously agreed to the contract that had been tabled. The Clerk thanked the Board for their kind words.

Date of Next Meeting

2021.95 Chair advised that the next meeting would be on 12 January 2022, followed by 25 May 2022 and 2 November 2022.

1.4 Matters arising there from not elsewhere on Agenda

1.5 Complaints/FOI/EIR requests

The Engineer has had discussions with the Land Agent with respect to the complaint/claim for damage at Kettleby Covert Drain, Kettleby. The claim has been refuted.



2. Clerk report

Recommendations:

- To note the information contained in this report

2.1 Policy

Nothing to report.

2.2 Legislation

2.2.1 Finance Bill

Red Diesel. ADA Chief Executive has confirmed that they will continue to lobby HM Treasury over the imposition to use white diesel for all IDB activities. However, the current position is that it is very unlikely that an exemption will be given to our industry and that the Board will have to review its options when setting future budgets.

2.2.2 Environment Agency – Draft Flood Risk Management Plans

The Environment Agency have published their draft Flood Risk Management Plans for public consultation, which is open for three months.

FRMPs are strategic plans that set out how to manage flood risk in nationally identified flood risk areas (FRAs) for the period 2021-2027, and are statutory plans required by the Flood Risk Regulations 2009.

<https://consult.environment-agency.gov.uk/fcrm/draft-second-cycle-flood-risk-management-plans/>

2.3 Humber Flood Risk Management Strategy – Humber 2100+

The latest newsletter from the Strategy Group is attached at Appendix A.

2.4 Association of Drainage Authorities

2.4.1 AGM & Conference

This year's annual conference was held on Wednesday 10th November 2021 via Microsoft Teams conference platform.

There were 143 in attendance.

OPENING ADDRESS

Robert Caudwell

Chair, ADA

- Environment Bill received Royal Assent yesterday.

OPENING ADDRESS

Rebecca Pow MP

Minister for the Environment, Department for Environment, Food & Rural Affairs



- Video message and unable to attend the conference.
- Net Zero commitment by 2050
- New Environmental Targets consultation next year
- Removing barriers for new IDBs and extending boundaries
- Drainage and Waste Water Management Plans – Requirement for Water Authorities
- Water Companies must reduce the discharge of sewage
- Reforming Abstraction Plan – licensing likely to move into EA Permitting System
- Under-used or harmful abstractions removed without compensation.
- EA developing a new National Guide on riparian responsibilities etc.
- Reviewing Schedule 3 of F&WM Act 2010 SuDS approvals etc.
- **Must improve water environment, Must adapt to climate change, and Must halt biodiversity loss**

KEYNOTE PRESENTATIONS

Sir Dieter Helm CBE

Professor of Economic Policy at the University of Oxford and Fellow in Economics at New College, Oxford and Independent Chair of the Natural Capital Committee

- Video message and unable to attend the conference.
- Natural capital assets
- To try to provide future generations with the benefits we see today
- Catchment as a system, all physical assets + natural capital, health & wellbeing etc.
- Maintain the assets first before considering enhancements / improvements

Lord De Ramsey

ADA President

A closing address from the president's last term.

2.4.2 ADA Lincs Branch 2022 Meetings

The Branch Secretary has confirmed the following dates for the Branch meetings and AGM.

23 February 2022 – Joint Lincs/Welland and Nene Branch meeting – To be held in Welland and Nene Branch Area

21 April 2022 – Lincs Branch AGM – Venue to be confirmed

20 October 2022 – Joint Lincs/Welland and Nene Branch Meeting – To be held in Lincs Branch Area.

2.5 Employees

The two new employees will be in attendance for part of the meeting, following the request of the Board.



3. Financial Report

Recommendations:

- To note the information contained in this report
- To approve the schedule of payments

3.1 Rating Report

Details of the Rates and Special Levies issued, and payments received up to and including 20 December 2021: -

	£	£
Balance Brought forward as at: 1 April 2021		1,203.10
2021/2022 Drainage Rates and Special Levies		
Drainage Rates		352,313.42
Special Levies		
North Lincolnshire Council	206,609.00	
West Lindsey District Council	18,850.00	225,459.00
Total Drainage Rates Due		578,975.52
Less Paid:-		
Drainage Rates		305,474.34
North Lincolnshire Council	206,609.00	
West Lindsey District Council	18,850.00	225,459.00
Total Drainage Rates Paid		530,933.34
Admin Adjustment		-31.96
Balance Outstanding as at: 20 December 2021		48,010.22

3.2 Audit

3.2.1 Internal Audit

Minutes of the Internal Audit Review held on Monday 23 November 2021 via Microsoft teams are available at Appendix B for review.

3.2.2 External Audit

Nothing to report.

3.2.3 Risk Register

The Risk Register is attached at Appendix C and requires the Board's approval.



3.3 Rates & Special Levies for the Year Ending 31 March 2023

ANCHOLME INTERNAL DRAINAGE BOARD						
ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2023						
Approved Estimate	2021/22	Estimated Out-Turn			2022/23	
£	£	£	£		£	Estimate
				INCOME		
				Drainage Rates on Agricultural Land and Buildings:-		
182,772		182,772		12.75p in £ on AV of £1,462,275	186,426	
169,529		169,529		12.75p in £ on AV of £1,356,232	172,920	
				Special Levies		
				North Lincolnshire Council		
206,609		206,609		12.75p in £ on AV of £1,652,868	210,741	
				West Lindsey District Council		
18,850		18,850		12.75p in £ on AV of £150,796	19,226	
				Other Income:-		
1		1		Rental Income	1	
17,340		37,707		Income from Rechargeable Works	55,295	
70		50		Interest etc	50	
15,000		40,100		Telemetry Income	16,000	
0		24,188		EA PSCA Works	15,000	
<u>50,714</u>	<u>660,884</u>	<u>92,011</u>	<u>771,818</u>	Other Contributions	<u>50,714</u>	<u>726,373</u>
				EXPENDITURE		
96,936		95,976		Flood Defence Levy	96,936	
0		24,188		EA PSCA Works	15,000	
167,444		167,685		Pumping Stations	156,519	
268,078		299,874		Drains Maintenance	358,787	
15,000		14,850		Telemetry Maintenance	15,000	
76,386		80,983		Administration Costs	84,055	
850		1,000		Cost of Rechargeable Works	1,000	
7,660		7,835		Office/Depot Costs, Materials etc	7,798	
28,996		0		Cost of Borrowing- Telemetry	12,500	
<u>74,792</u>	<u>736,142</u>	<u>74,792</u>	<u>767,183</u>	Cost of Borrowing	<u>71,168</u>	<u>818,763</u>
	(75,258)		4,635	Surplus - (Deficit)		(92,390)
	<u>266,424</u>		<u>282,177</u>	Balance Brought Forward		<u>286,812</u>
	<u>191,166</u>		<u>286,812</u>	Balance Carried Forward		<u>194,421</u>
	25.97%		37.39%	Reserve Level- Target 30%		23.75%
Previous Years Rates in the £						
2003/04:10.29p - 2004/05:10.29p - 2005/06:10.29p - 2006/07:10.29p - 2007/08:10.29p - 2008/09 : 10.29p						
2009/10 : 10.29p - 2010/11 10.29p - 2011/12 : 11.29p - 2012/13 : 11.29p - 2012/13 : 11.29p - 2013/14 :11.29p						
2014/15 : 12.29p - 2015/16 : 12.29p - 2016/17 : 12.29p- 2017/18 : 12.50p - 2018/19 : 12.5p - 2019/20 : 12.50p						
2020/21 : 12.50p- 2021/22 : 12.50p						
Penny Rate : £46,221						



3.4 Five Year Budget Estimate

Ancholme IDB	0	0	1	2	3	4	5
	2021/22	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Revenue Account	Budget	Estimated Out Turn					
	£	£	£	£	£	£	£
INCOME							
Drainage Rates - Land (AV) : £2,818,411	352,301	352,301	359,347	394,578	429,808	450,946	465,038
Levies North Lincolnshire Council - (AV) £1,652,868	206,609	206,609	210,741	231,402	252,062	264,459	272,723
Levies West Lindsey District Council - (AV) £150,796	18,850	18,850	19,226	21,111	22,996	24,127	24,881
Interest etc.	70	50	50	50	50	50	50
EA PSCA Contribution	0	24,188	15,000	15,000	15,000	15,000	15,000
Contribution from S&GWMB	17,340	37,707	55,295	47,401	48,349	49,316	50,302
Rental Income	1	1	1	1	1	1	1
Telemetry Income	15,000	40,100	16,000	0	0	0	0
Other Contributions	50,714	92,011	50,714	51,728	52,763	53,818	54,894
TOTAL INCOME	660,884	771,817	726,375	761,271	821,029	857,717	882,890
EXPENDITURE							
Flood Defence Levy	96,936	95,976	96,936	96,936	96,936	96,936	97,905
Other Board Shares	850	1,000	1,000	1,000	1,000	1,000	1,000
Depot/Office Costs	7,660	7,835	7,798	7,991	7,876	8,071	7,955
Maintenance	268,078	299,874	358,787	337,223	340,811	344,219	347,627
Administration	76,386	80,983	84,055	82,664	84,317	86,004	87,724
Pumping Stations	167,444	167,685	156,519	154,649	157,742	160,897	164,115
Telemetry Support/Hosting	15,000	14,850	15,000	11,000	11,000	11,000	11,000
EA PSCA Works	0	24188	15000	15000	15000	15000	15000
NEW WORKS							
Cost of Borrowing- Existing Loans	74,792	74,792	71,168	67,545	60,405	60,405	60,405
Cost of Borrowing- Telemetry	28,996	0	12,500	24,992	24,992	24,992	24,992
Cost of Borrowing- Capital	0	0	0	4,404	4,404	4,404	37,565
TOTAL EXPENDITURE	736,142	767,183	818,763	803,404	804,484	812,928	855,289
Surplus (Deficit) on Year	(75,257)	4,634	(92,388)	(42,134)	16,546	44,789	27,601
Balance Brought Forward	266,424	282,178	286,811	194,423	152,289	168,835	213,624
Balance	191,167	286,811	194,423	152,289	168,835	213,624	241,225
Capital Account Balance transfer	0	0	0	0	0	0	0
Balance to Carry Forward	191,167	286,811	194,423	152,289	168,835	213,624	241,225
Reserve Policy Target 30%	25.97%	37.38%	23.75%	18.96%	20.99%	26.28%	28.20%
AV: £4,622,075							
Penny Rate: £46,221							
Rate in £	12.50p	12.50p	12.75p	14.00p	15.25p	16.00p	16.50p
Inc./Dec. from Previous Year	no change	no change	0.25p inc.	1.25p inc.	1.25p inc.	0.75p inc.	0.50p inc.
Rate in £ Inc./Dec. from Previous Year	no change	no change	2.00% inc.	9.80% inc.	8.93% inc.	4.92% inc.	3.13% inc.

3.5 Schedule of Payments

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

DATE		REF	PAYEE	DESCRIPTION	TOTAL	
					PAYMENT	
2021					£	
Oct	14th	112	3 Business Services	Mobile Broadband	208.14	*
	15th	81	ID Spares & Services Ltd	Broughton PS - Weedscreen Cleaner Maintenance	185.46	*
		87	Lee-Dickens Ltd	Telemetry System Maintenance	1,200.00	*
		86	PKF Littlejohn LLP	External Audit Fee 2020/21	1,560.00	*
		142	Nat West Business Card	Business Card - Fuel	413.45	*
				Card Fees	45.00	*
				WNS Electrics Ltd - Vehicle Parts	10.66	*
				Marshall Motor Group - Vehicle Parts	89.93	*
		-	NatWest	Bankline Fees	23.15	*
		-	HMRC	PAYE/NI	812.71	*
	20th	94	Woldmarsh Producers Ltd	Supply to 30' PS	167.96	*
				Supply to Hibaldstow PS	345.31	*
				Supply to Island Carr PS	41.95	*
				Supply to Appleby PS	172.62	*
				Supply to Broughton PS	351.88	*
				Supply to Cadney PS	412.16	*
				Supply to South Kelsey PS	312.9	*
				Supply to Worlaby PS	782.73	*
				Supply to Fulseas PS	146.11	*
				Supply to Depot PS	74.63	*
				Supply to Nettleton Beck PS	19.9	*
				Supply to Brimmer Beck PS	36.93	*
				Stuart Group Ltd - Access Ramp	924.00	*
				Farmstar - Engine Oil	19.39	*
	21st	-	Employee	Wages	2,655.80	*
		-	B&CE Holdings	Pension Contributions	241.30	*
	22nd	88-9	Eric Carnaby & Son Ltd	Maintenance	16,091.34	
			JBA Consulting	Fee Accounts: -		
		82		Telemetry System Support	4,044.36	
		90		BAP Implementation	3,525.41	
		91		1/4 Salary & Expenses	15,914.45	
		92		Hydraulic Modelling	7,243.20	
		93,95	N E Davis Plant Hire	Maintenance	46,306.79	
	26th	105	BT	Line to Foreman Home	91.13	*
	29th	111	O2 (UK) Ltd	Mobile Telephone	19.20	*
		-	NatWest	Bank Fees	22.40	*
Nov	1st	107	Crystal Ball Ltd	Vehicle Tracking	70.20	*
		106	BT	Line to Depot	234.80	*
		13	North Lincolnshire Council	Business Rates	115.00	*
	5th	96	O2 (UK) Ltd	Mobile Telephone Delivery	12.00	*
	9th	135	O2 (UK) Ltd	Mobile Telephone	41.94	*
		108	Land Registry	Land Registry Searches	9.00	*
	15th	145	Nat West Business Card	Business Card - Fuel	288.58	*
				WH Smith - Depot Stationery	69.86	*



		113	3 Business Services	Mobile Broadband	208.34	*
		-	NatWest	Bankline Fees	23.60	*
	16th	140	Land Registry	Land Registry Searches	24.00	*
	17th	101	ADA Lincolnshire Branch	Branch Subscription Fees	200.00	*
		102	DDM Agriculture	Depot Rent	937.50	*
		103	Solo Protect Ltd	Lone Worker Monitoring	72.00	*
		104,115	Towergate Insurance	Hire Vehicle Insurances	500.51	*
		116	Employee	Fuel Expenses	104.01	*
		-	HMRC	PAYE/NI	812.71	*
	18th	-	Employee	Wages	2,655.80	*
		-	B&CE Holdings	Pension Contributions	241.30	*
	22nd	114	Woldmarsh Producers Ltd	Supply to Depot PS	61.84	*
				Supply to Nettleton Beck PS	19.10	*
				Supply to Worlaby PS	714.42	*
				Supply to North Kelsey PS	120.97	*
				Supply to Carr Drain PS	140.60	*
				Supply to Fulseas PS	141.58	*
				Supply to 30' PS	156.64	*
				Supply to Appleby PS	126.00	*
				Supply to Broughton Carr PS	261.41	*
				Supply to Cadney PS	417.51	*
				Supply to South Kelsey PS	340.99	*
				Supply to Redbourne Hayes PS	244.26	*
				Supply to Hibaldstow PS	279.47	*
				Supply to Brimmer Beck PS	45.87	*
				Supply to Island Carr PS	34.89	*
				Membership Fees	107.66	*
	23rd	155	Land Registry	Land Registry Searches	3.00	*
	24th	124	Allstar Business Solutions Ltd	Fuel Account	201.37	*
	25th	-	Employees	Wages	4,294.94	*
	26th	97-100	ACS Electrical Engineering Services	Pumping Station Repairs & Maintenance, etc.	11,781.84	
		123	Environment Agency	Flood Defence Levy	47,988.00	
		119-120	Eric Carnaby & Son Ltd	Maintenance	17,563.03	
		121	N E Davis Plant Hire	Maintenance	62,776.08	
		117-8, 122	Perry's Pumps Ltd	Pumping Stations Maintenance	22,183.20	
		-	NatWest	Bank Fees	12.95	*
Dec	1st	136	O2 (UK) Ltd	Mobile Telephones	70.20	*
		136	North Lincolnshire Council	Business Rates	115.00	*
	8th	147	Allstar Business Solutions Ltd	Fuel Account	195.68	*
	14th	141	Land Registry	Land Registry Searches	3.00	*
		146	3 Business Services	Mobile Broadband	206.92	*
			Total		281,741.92	
			* Total amount of direct debits, standing orders and payments approved by the Clerk only		26,324.22	



4. Engineer's Report

Recommendations

- To note the information contained in this report

4.1 Asset Management

4.1.1 Employee Transition

A pre-start meeting was held with all employees on 8th November with the first 3 months focus being as follows within the Ancholme IDB and Scunthorpe & Gainsborough WMB Districts:

- Gain knowledge of Catchment and Assets and Locations
- Develop List of Outstanding Matters & Holiday /Call Out Rota
- Develop List of Day to Day Activities
- Meet with Maintenance Contractors & Telemetry Suppliers
- Water Level Sensor alarm/trigger Ravensfleet with Telemetry Suppliers
- Meet Shire Group Team (Doncaster Office)
- Assist with Screen Clearing and removing minor obstructions
- Assist and Gain Experience of Operating Diesel Pumps (in-situ & mobile)
- Health & Safety and Training (4x4, confirmed spaces, General H&S RAMS etc.)
- Develop OFMP & FMEAs
- Develop Telemetry System with New Supplier (including CCTV)
- List of Sensor Issues
- Lysaghts Weedscreen Cleaner review
- Low Farm Remote Monitoring and Control review
- IDB Budget awareness (planned meeting with Doncaster Team)
- Lifting Inspections (new contractor to be appointed but cherry-picker hired in the interim)
- Develop Risk Assessments
- PO system
- Asset Management up-keep (website for tasks and completion tracking)
- Telemetry Test sites (1 pump station, 1 inverted syphon)

An informal 3-month review is planned after 8th February with the formal 6-month probation review due before 6th May.

PPE, hired 4x4's with magnetic IDB signage, laptops and smart phones have been provided to new employees.

We have also attended site with employees and the Environment Agency which included a visit to River Ancholme outfall at South Ferriby.



4.1.2 Hydraulic Modelling

In addition to the 170km of pumped catchment ordinary watercourse survey completed, the 30km gravity catchment survey now underway, as well as the 27km of ordinary watercourse survey into villages outside the District in North Lincolnshire Council; the project will also cover an additional 9km of survey outside of District for Lincolnshire County Council.

All the ordinary watercourses surveyed will be modelled to provide a catchment wide model for the area with outputs being available for RMA partners.

Stage 1 Report and Outputs (now including pumped and gravity catchments within District) is anticipated by August 2022, with Stage 2 Report and Outputs (all catchments outside District) by October 2022.

4.1.3 Telemetry

We await Selby Area IDBs decision which is anticipated at their Finance Committee and Board meetings in January.

The scope and details of the new system have been shared with new employees to shape the way forward with the supplier 'Lee Dickens' and ourselves. The intention is to trial one site and then progress a staged implementation plan whilst retaining existing visibility for calibration.

We are working with the Environment Agency regarding any local levy / grant in aid support.

A PSCA Schedule 3 is being finalised with the Environment Agency for the manual screen clearing upstream of Fulseas Pumping Station. The Environment Agency has agreed to fund an IDB telemetry outstation at the site to ensure that IDB Employees have alerts on water levels at this location.

4.1.4 Lincolnshire Riparian Project

Meeting minutes of the main group can be found attached for information.

4.2 Water Level Management

4.2.1 Low Farm Outfall

A Notice of Entry for the access track has been sent to the owner occupier and land agent and await confirmation for a start date. This will also be dependent on delivery of materials. We estimate the works would take approx. 1 week.

4.2.2 Low Farm Mobile Diesel Pump

The pump is currently non-operational due to an oil seal leak allowing mechanical seal coolant to pass through to the pump. Stuart Power Ltd. have attended site and recommended removal off-site to replace oil filters and seals.

The gravity has been fully operational for the whole of November 2021 and continues to function.

Stuart Power Ltd. provided an extended Warranty of 6 months or 2,000 hours but were unable to extend further.

The pump / engine has completed 1,230 hours as detailed below and was last serviced by Stuart Power Ltd. at 793 hours:

- 28 hours as purchased by AIDB from Stuart Pump Ltd.



- 250 hours from install (31st July 2020) to early November 2020
- 103 hours November 2020
- 190 hours December 2020
- 330 hours January 2021
- 329 hours between February and November 2021

The compressor also failed in October and was replaced on-site in November.

Based upon the above we have challenged the failure and repair cost.

Stuart Power Ltd. have indicated that this could be just a faulty oil/lip seal or mechanical seal but the unit needs to be stripped and inspected off-site.

Based upon the importance of repairing the pump and that the gravity is operational at present we have agreed for the repairs/report at this stage and sought timescales.

The estimated cost for parts is £610.08 but the labour & collection/delivery costs are £2,175.00 totally £2,785.08+VAT.

We await Stuart Power Ltd. report and asked if these would be considered typical for a pump / engine completing 1,230 hours.

4.2.3 Pumping Stations

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

All inspections have been completed with reports currently being received. The intention is to review any recommendations with the Catchment Manager (Senior MEICA Engineer) moving forwards.

Lifting equipment inspections are being organised by the Foreman and Catchment Manager (Senior MEICA Engineer) with Allianz for this season with a hired-in cherry picker. An alternative lifting equipment inspection contractor is being considered moving forwards into 2022/23.

4.2.4 Inverted Syphons

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

4.2.5 Maintained Ordinary Watercourses

Watercourse Maintenance 2021/22 is near completion for flailing and dweeding by N E Davis and Eric Carnaby & Son Ltd.

4.2.6 Main River

River Ancholme Gravity Outfalls

Inspection and maintenance of the outfalls is to be progressed as planned between 10th and 24th January 2022.

Main River Maintenance

Main River maintenance has been completed as well as addition maintenance undertaken on Toft Newton as requested and agreed with the EA.

- Thornton & Owersby Beck / Owersby Catchwater
- Thornton Catchwater / Thornton Carrs Drain from Whinghale Priory, Poverty drain to Thornton / Owersby Beck
- Thornton & Owersby Beck downstream of Thornton Catchwater and Owersby Catchwater towards River Ancholme 4no. willow trees
- Kingerby Beck / Drain from Osgodby Road to confluence of Kingerby Beck and Kingerby Beck side branch



4.2.7 Public Sector Cooperation Agreement

Redbourne Village Flood Alleviation Scheme

Works have commenced around Emmerson House and will move onto the trash screen in the centre of the village.

4.3 Planning, pre-application advice, and consents

4.3.1 Planning Applications

Officers have reviewed planning applications received to 21 December 2021, including those in the extended area. Of these, 13 have required comment on behalf of the Board.

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

No consents requiring consideration on behalf of the Board have been received to 21 December 2021. Extended District Consents (Land Drainage Act 1991 Section 23)

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

2 No consents requiring consideration on behalf of the Board have been received to 21 December 2021, relating to the extended area. One application has been granted and the other remains pending. Another application reported to the Board in December 2020 and again in May 2021 has been refused.



5. Health, Safety and Wellbeing

Recommendation:

- To note the information contained in this report

5.1 Board Employees

5.1.1 Accident, incidents and near misses

There have been no incidents, accidents or near misses reported since the last meeting.

5.1.2 COVID-19

The situation is being monitored carefully to enable the Board employees to carry out their duties safely and in accordance with Government guidelines.

5.1.3 Training

It is anticipated that the new employees will commence their training in the New Year, obviously this will be dependent upon the COVID-19 situation.



6. Environmental Adviser's Report

Recommendation:

- To note the information contained in this report

6.1 Legislation

Nothing to Report.

6.2 BAP Implementation

Nothing to Report.

7. Representation

Officers have represented the Board at the following fora:

Environmental	Flood Risk Management	Other
Humber Estuary Relevant Authorities Group (HERAG)	Humber Flood Risk Management Steering Group	Riparian Project Working Group
Comprehensive Review Humber Strategy	Partnership Approach to Catchment Management (PACM)	NaFRA2
Humber Nature Partnership Board	North Lincolnshire Flood Risk Board	

8. Any Other Business by Leave of The Chairman

9. Date of Next Meeting

Suggested dates: Wednesday 25 May 2022, Wednesday 2 November 2022 and Wednesday 11 January 2023.



10. APPENDIX A – Humber Flood Risk Management Strategy – Humber 2100+

The latest newsletter from the Strategy Group can be found over the following pages.



Humber Strategy - Stakeholder Newsletter

December 2021

This newsletter is given to the Parishes and Wards in the strategy area, our Partnership and other interested parties. It provides an update on work we are doing to develop a new strategy for managing tidal flood risk on and around the Humber, and also lets you know about some key flood schemes/projects going on around the estuary. If you wish to receive this newsletter please contact us at HStrategy@environment-agency.gov.uk

Humber 2100+ Strategy

Climate change is the biggest threat we face on the Humber. If unmanaged, sea level rise and extreme weather could have catastrophic consequences for local communities, the environment, the economy and key infrastructure. The **Humber 2100+ Partnership** is made up of 12 local authorities and the Environment Agency supported by the IDBs and Natural England. The aims of the strategy are to redefine the strategic approach to managing tidal risk on the Humber, setting the way forward for the next 100 years taking into account predicted sea level rise and climate change. This also includes rivers where tidal flow is the main source of flood risk. For more information please visit our [StoryMap](https://arcg.is/u1rPi) on the Humber 2100+ strategy <https://arcg.is/u1rPi>



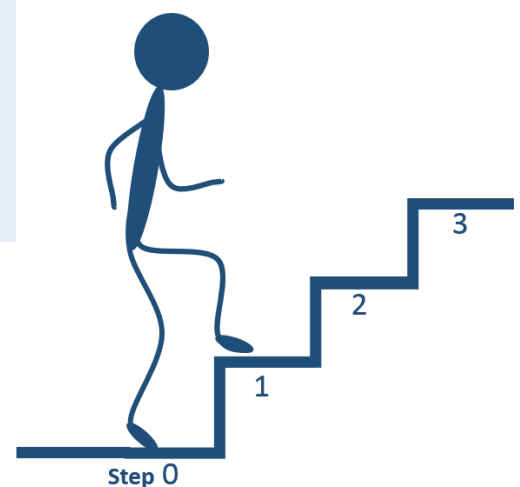
Strategy Update

Key Messages

In response to feedback from the Partnership a stepped approach has been adopted to further strategy development. In the next step, which we intend to begin in the New Year, the Partnership will refocus/revisit our evidence around the nature of tidal risk and the consequences of that risk, to ensure we have a common foundation from which to move forward. Once we have that we will progress to defining potential ways to manage that risk.

To navigate the way forward, the next steps for the project have been refreshed, with specific focus on the following areas:

- Working as a partnership to ensure there is a common understanding and acceptance of the scale and impacts of flood risk, both now and in the future, and the implications of how that risk is managed.



- The way that tidal flood risk is currently managed cannot continue indefinitely without having consequences further inland and the scale of risk indicates that we will need to do things differently in the future. The Humber 2100+ partnership will work together to build a consensus on this, working towards an agreement on the way tidal flooding will need to be managed strategically to meet future flood risk challenges.

Some aspects of our technical work are progressing at a different time than originally planned in the development of the Humber strategy. At the appropriate point, the partnership will be seeking to work with those that live, work and have an interest in the Humber, to shape the future approach.

"We are, after all, the greatest problem solvers to have ever existed on Earth. If working apart, we are a force powerful enough to destabilize our planet. Surely working together, we are powerful enough to save it."

Sir David Attenborough – Opening ceremony of the UN climate change Conference COP26, Glasgow, Scotland, 01-Nov-2021

Scheme Updates

Outstrays to Skeffling Managed Realignment

Background

The **Outstrays to Skeffling Managed Realignment Scheme (OtSMRS)** is a joint venture by the Environment Agency and Associated British Ports (ABP) to realign existing flood embankments and create approximately 175 hectares of new mudflat and saltmarsh habitats on the north bank of the Humber estuary, near Skeffling. The scheme will also include the creation of 75 hectares of wet grassland habitat. It will provide the required compensatory habitat to replace habitat losses at designated sites from sea level rise, and for direct losses resulting from development. It will also enable the Environment Agency to continue to undertake important flood risk management work.

Contractors are concluding their work on site, in preparation for the main phase of construction starting next spring. Ground investigations and archaeological surveys are almost finished on the eastern side, in the expanse of land between Welwick and Skeffling. Any remaining crops on the rest of the site will be harvested and the fields cleared in preparation for next year's work.

Work in the wet grassland area, next to Winestead Drain, has been progressing well. The site was cleared of vegetation and work has started to create the special habitat areas and future access routes. Material taken from these areas is also being stockpiled and stored over winter for construction of the new flood banks next year.

From June to August, York Archaeological Trust carried out archaeological surveys for the scheme. At the far eastern end of the site, pottery fragments suggest that the ditches and other features found there are of medieval origins. Excavations in the centre of the site also unearthed fragments of Roman pottery, pieces of building material and lots of oyster shells.



Excavations being carried out near Welwick

Humber Hull Frontages (HHF) Flood Defence Improvements

Background

The **Humber Hull Frontage (HHF) Flood Defence Improvements** reduces tidal flood risk to 113,000 properties. The scheme has upgraded 7km of flood defences along the edge of the Humber Estuary and provides a 1:200 Standard of Protection to anticipated 2040 sea levels.

A large section of the footpath was re-opened at Victoria Dock Village East at the beginning of July 2021. The footpath is part of the Trans Pennine Trail and was re-opened following reinstatement work to this area on the Humber: Hull Frontage (HHF) scheme. The new flood defence wall has been finished with brick cladding. New flood gates and glass areas have been incorporated into the new flood defence at some locations to maintain views and access.

Landscaping work is continuing across the scheme to enable the remaining public spaces to be re-opened. Work is ongoing behind the new flood defence in Nelson Street. A new promenade has been built on the landward side of the flood defence wall and the area is being resurfaced with new paving stones. Access ramps, steps and seating areas have also been created. The area will be planted with trees and shrubbery as part of the landscaping.



Humber Hull Frontages at Victoria Dock

Hessle Foreshore Tidal Defences

Background

The **Hessle Foreshore Tidal Defence project (HFTD)** will construct a combination of defences to reduce the risk of tidal flooding to the Hessle area. It will reduce tidal flood risk to over 4000 residential and commercial properties when complete. It is funded by a combination of FCERM Grant in Aid, Local Growth Funding and European Regional Development Funding.

The work has been divided into three operational stages of which stage one, Hessle Clough Sluice Structure, and stage two, A63 Barrier are complete. Stage 3 - Cliff Road works on Stage 3 are nearing completion. Stage 3 involves raising of the road under the Humber Bridge and the construction of a glass and concrete wall along the southern side of Cliff Road. Full completion of the scheme is anticipated shortly.



Stage 3 Wall progress showing installed glass panels

South Ferriby and Winteringham Ings Sea Defence Improvements

Background

The **South Ferriby** flood alleviation scheme reduces the risk of tidal flooding to 150 homes, businesses and the Cemex cement plant. It is a partnership scheme between the Environment Agency, North Lincolnshire Council and Cemex.



Aerial photograph of the Defence Improvements

An official opening event was held on 22nd October 2021, an outdoor event hosted by Norman Robinson with a marquee at the South Ferriby Depot where speeches were able to be held. Sir James Bevan, Councillor Rob Waltham, among others attended the event in celebration of the successful completion of the South Ferriby sea defences including 2.7km of defences and a flood gate on the A1077.

A Property Flood Resilience consultation has started in **Winteringham**, for properties at risk of tidal flooding. Initial property surveys have been completed and a report produced with recommendations for appropriate property flood resilience measures. A procurement process is ongoing to obtain the services of an installation contractor.

Donna Nook

Background

Donna Nook is a managed realignment and has opened up 106ha of land to intertidal habitat. The project reduces the risk of flooding to 1200 properties communities, businesses and 13,000 ha agricultural land in the area and has helped reproduce valuable intertidal habitats to compensate for losses in the Humber Estuary.

The Environment Agency has removed the remaining 9 piles from the breach site which is now complete. Work on the road widening scheme has progressed well over the last few months and is now largely complete.

Discussions are underway with Natural England on how best to return Little Tern Islands site to target condition. The data collected this year provides the first opportunity to directly compare the changes against the 2018 pre-breach data. Recently, soil samples have been collected to analyse saltmarsh carbon. Monitoring is required over an extensive period whilst the site finds its natural equilibrium.



Piles being removed

Research on the Humber

Water for Farmers and Wildlife



The Royal Society for the Protection of Birds (RSPB) and the Environment Agency are working in partnership to deliver field-scale trials of temporary wetlands on farmland near Yokefleet. The findings of the **Water for Farmers and Wildlife** study will support the development of future flood risk adaptation and land management approaches, helping to improve the resilience of communities and ecosystems to flooding and environmental change.

Temporary wetlands are large areas of arable land that are flooded to a shallow level for one to four years. Water is pumped onto the land and then retained by small soil bunds. It creates wetland habitat beneficial for migratory birds and is shown to have financial benefits for farmers by: improving soil fertility, eradicating pests, reducing farming inputs (e.g. pesticides and fertilisers), improving crop yield, better land management following a flood. This technique has been tested and applied in the United States of America and the Netherlands with success.

Temporary wetlands are currently being trialled on two sites near Yokefleet. Both sites have now been flooded in a controlled way by pumping water from the River Ouse. Bunds have been constructed around the trial sites to ensure water is contained within the designated areas. In addition two sites have been constructed on the River Idle catchment, of which one has been flooded, and a further two are planned for construction. The trials will run until mid-2022 at which point the field will be returned to arable farmland.

For further information about the Water for Farmers and Wildlife study, please get in touch with the RSPB project manager Sarah Pulein (Sarah.Pulein@rspb.org.uk) or the Environment Agency's Humber Strategy team (HStrategy@environment-agency.gov.uk).

Working in Partnership



Environment Agency Flood Action Campaign 22nd – 28th November

Flooding can come in many forms, such as; tidal, river, surface water, pluvial (groundwater & flash) or grey water flooding. There are 5.2 million homes and businesses at risk of flooding in England alone.

Do you know if you are at risk? With instances of extreme weather increasing, and sea levels rising its best to be prepared. Sign up to the Environment Agency's flood warning service to keep you updated on the latest information in your local area [Flood warnings in England - GOV.UK](https://www.gov.uk/flood-warnings) (check-for-flooding.service.gov.uk).



customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
0345 988 1188
0845 988 1188

www.gov.uk/environment-agency

Would you know what to do in a flood? Knowing just **one** action to take can reduce the effects on your home and family, and even save a life.

This week, make it your aim to know what to do in a flood!



**FLOOD
ALERT**

PREPARE

- Pack medicines, insurance documents
- Visit the flood Warning Service



**FLOOD
WARNING**

ACT

- Move family, pets & belongings to safety
- Turn off gas, water & electricity



**SEVERE
FLOOD
WARNING**

SURVIVE

- Immediate danger? Call 999
- Follow emergency services' advice

How resilient are you?

Are you prepared for future floods?

Although defences reduce the likelihood of flooding, the risk can never be removed entirely. Flooding can happen at any time and from a variety of sources. To begin to be more resilient take some simple practical steps to help reduce the impact of flooding to your home or business.

To find out if you are at risk, how to prepare, stay safe and sign up (free) for flood warnings visit www.gov.uk/flood or call Floodline on **0345 988 1188**.



Contact us



<https://consult.environment-agency.gov.uk/humber/strategyreview>



@Humber_Strategy



HStrategy@environment-agency.gov.uk



@HumberStrategy



customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
0345 988 1188
0845 988 1188

www.gov.uk/environment-agency



11. APPENDIX B –Minutes of the Audit Review Meeting

Held online, Microsoft Teams,
Monday, 22 November 2021

Present:

Mrs Rita Brough (RB)	Goole & Airmyn IDB
Mr Christopher Day (CD)	Ancholme IDB
Cllr Ray Sutherland (RS)	Sow & Penk IDB
Mr Andy Cane (AC)	Brodericks GBC

In Attendance on behalf of JBA Consulting:

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

Introductions and Apologies for Absence

MJ welcomed the members and all attendees briefly introduced themselves. Apologies for absence were received from Mr Michael Dougherty, Mr Ralph Guy and Mrs Elissa Swinglehurst.

Minutes of the Last Meeting / Matters Arising

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

Risk Register

DB discussed risk management policies and how they assist the Boards meeting their aims and objectives. He took the panel through the outline Risk Register and the associated grading system. He explained how the draft registers, fully expanded, would be reviewed by the management team and issued to the Boards for the January/February 2022 meetings.

RS pointed out the text in white could be a little difficult to read. DB said this would be corrected by the time the full Registers were issued.

As an example of risk grading DB explained that with assets such as pumping stations, as the assets age the risk of failure increases and risks can be adjusted accordingly along with any mitigation. As an example of mitigation, DB pointed out Ancholme IDB now have a MEICA engineer in their direct employment.

DB also discussed the ongoing issue all IDBs are facing in relation to red diesel costs and the likelihood of contractors' costs increasing significantly. This may result in some authorities exceeding their budgeted costs, or perhaps reducing their maintenance plans. AC asked if this issue could impact on the reserve levels held by the Boards. DB reiterated it possibly could, unless the Boards were to reduce their maintenance plans or perhaps increase their rates.

Internal Auditor's Report

The internal auditor reviewed the work undertaken on the 2020/21 accounts. In general, he was satisfied with how things were run and said there were no major concerns. He pointed out that little Internal Audit work could be done on Earby & Salterforth IDB, but a true audit would be done for the year ending 31 March 2022.

He said the Boards' control procedures were very good and little could be done to improve them. Also, he expressed the view that Risk Registers underpin the internal control environment. The panel then discussed the following points:



Supplier Bank Details and Associated Fraud Risk

CD said the biggest risk is where a change of supplier bank details occurs and enquired how many requests to change details the clerks received each year. MJ said every request was logged in a sheet and agreed it was an area very susceptible to fraud. Also, he said that invoices from new suppliers needed to be treated with care. The officers always gather as much information as possible from the supplier and then make their decision accordingly. Also, they would take into account the cash value of any proposed payment. He drew the panel's attention to the process set out in the meeting papers. AC confirmed the Internal Auditors carried out extensive checks on the activity in the year and that this issue has been raised every year. MJ explained they would still pay by cheque if they could not be satisfied any payment details given met the required standards and talked the panel through one such instance of this.

Decision Making & Member Attendance

The panel briefly discussed this issue. AC said that this issue is discussed every year. He said attendance tends to fluctuate and enquired if the holding of virtual meetings had made a difference. MJ said it had, and that now Boards had updated their Standing Orders, virtual meetings and hybrid meetings may become more common. He also said he hoped that more virtual meetings would improve member attendance, reduce travel costs and reduce emissions. DB said no major increase in member attendance had been noted yet. RS said it made total sense for Sow & Penk IDB to hold virtual meetings, simply because of the distance between clerks & officers. CD suggested hybrid meetings would be possible. MJ said it depended on the venue, broadband & wifi availability. DB said a hybrid meeting had previously worked but with some issues. CD said he had attended meetings where a Meeting Owl had been used and it worked effectively.

DB said the attendance of elected members was generally very good but less so with nominated members. MJ said it members cannot be forced to attend and that we could only continue to pester the local authorities to encourage attendance. DB agreed. RB said Goole & Airmyn IDB had been accommodating, changing meeting dates to allow ERYC members to attend but they still don't attend. RS said he was in regular consultations with councillors and did what he could to encourage member attendance and would speak to the authorities if they continually failed to attend.

Cybercrime

CD discussed the prevalence of cybercrime generally. He asked what controls were in place to ensure the Clerk's office had the most up-to-date antivirus software. MJ said all JBA machines, including those used for remote working, must have up-to-date antivirus software or they will simply not function on the network. He said JBA are very robust in these issues. Also, not all JBA staff members can access all drives; access is granted on a needs basis. CD said this gave him some reassurance.

External Auditor's Report

The AGAR Section 3s were reviewed by the panel and more specifically the External Auditors' comments. The panel was pleased to note there were no matters arising giving cause for concern. MJ also discussed three reports where 'Other Matters' were raised by the external auditors, described below.

Incorrect Figure from Previous Year

The previous years' figures on the Ancholme IDB accounts had an incorrectly transcribed figure. This had been corrected and the necessary signatures obtained.

Netting-off

MJ informed the panel that the external auditor had commented negatively about how a receipt in regard of an insurance claim had been treated in the Goole Fields DDB accounts. They had in fact objected that the Board had not netted off the figures. MJ said this has



caused a certain amount of astonishment at the Clerk's office. AC said 'his mind boggled' they had taken this position, and that if this was the required treatment for insurance claims, should grant-funded and other recoverable costs be treated in the same manner? MJ said the external auditors spent around fifteen years trying to stop authorities netting off income against expenditure, so this was a completely unexpected intervention. He also confirmed the Clerk had contacted the External Auditor to make officers' views plain. However, MJ stressed this was merely an 'other matters' issue and the external audit was now complete. AC said it would be nice to have a response as it may affect future audits.

Extension to Period of Electors' Rights

MJ explained to the panel that following the virtual meeting of Sow & Penk IDB, the AGAR, which still required a wet signature, had been lost in the post. By the time this was realised it was too late for a replacement to be arranged in time to meet the statutory inspection period. MJ said the officers had applied for an extension. This was quite satisfactory to the external auditors, but a declaration needs to be made on the 2021/22 governance statement accordingly.

Any Other Business

No issues raised.

Date of Next Meeting and Close of Meeting

The next meeting of the panel will be held on Monday, 21 November 2022 at 10.00am at the offices of JBA Consulting, Epsom House, Chase Park, Redhouse Interchange, Doncaster, DN6 7FE.

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

The meeting was closed at approximately 10:50am.



12. APPENDIX C – Risk Register

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

Ancholme IDB- Risk Register 2022

	OBJECTIVE	RISK	Current Controls/Assurances	Risk			Status	Mitigation/Action Plan	Owner/Target Date
				Impact	Likelihood	Score			
S U S T A I N A B I L I T Y	Objective 1 : Provide & Maintain Sustainable Flood Protection through Water Level Management	Lack of direction, Conflicting aims & objectives (Internal & External)	Policy statement on Flood Protection and Water Level Management	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/22
			The board has an extensive list of policies						
		Asset Failure (Aging Infrastructure)- Pump, Watercourses, Culverts & Syphons	Adopted an Asset Management strategic approach, detailed Asset conditioning reporting	High	Likely	6	TRANSFER- RISK TOO HIGH, TRANSFER ELSEWHERE IF POSSIBLE (EG. INSURANCE)	Catchment Modelling & New Telemetry System this year	Eng 2022
			Contingency Planning-District						
			Workforce of 3, including a MEICA engineer						
			Up to date Telemetry system						
			Regular Syphon & Culvert Inspections						
			Good working relationship with external contractors						
		Suitable Contractors (Qualified Engineers)- Lack of staffing & required expertise	Contractors go through tender process if necessary	Med	Likely	4	REDUCE- ACTION REQUIRED TO REDUCE RISK	Monitor Suppliers/Review Succession Plans Disaster/Emergency Protocols Online Communication- Microsoft Teams Two New Employees (MEICA Capable)	Next Review 30/06/22
			Timely Contractual performance review- Time & Quality						
			Succession Planning/Business Continuity Reviews						
			Disaster Recovery Plans						
	Objective 2: Promote & Integrate Biodiversity with the boards primary and operational activities	Risk of prosecution for not adhering to Environmental Legislation	Board directly employs a suitably qualified Env. Officer	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Continue to communicate Environmental best working practices	Env Officer- Ongoing
			Extensive Environmental Surveys carried out						
			Species reporting on all new watercourses						
		The board does not deliver on the duty to protect and where practicable enhance the environment	The board has a Biodiversity Action Plan	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/22
			Produce Environmental Annual Report and Action Plan for the year ahead.						
		Lack of staff training, not provided with the relevant training and information to ensure necessary steps are taken with regard to Diversity	Contractors are advised in environmental matters	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Continue to communicate Environmental best working practices	Env Officer- Ongoing
			Training made available (Badgers License etc)						
			Develop plans to mitigate the risk of destroying habitat						
I N N O V A T I O N	Objective 3: Create a safe and fulfilling working environment for all employees where ideas & innovation is encouraged	Employees contravene H&S regs	Role clarity for all staff- Regular reviewed job descriptions. Staff Training	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all Health & Safety legislation to ensure board is currently complying	Next Review 30/06/22
			H&S Workshops, Systems and processes to enable workforce to carry out necessary Risk Assessments						
			Required Insurance in place						
		Potential claims against a Board, e.g. ranging from an individual personal injury claim to an HSE Corporate Manslaughter charge over a H&S issue.	Provision of appropriate staff training and documentation of such. Regular training of staff, updated as required, maintain training records.	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all Health & Safety legislation to ensure board is currently complying	Next Review 30/06/22
			Engage external Health and Safety advisors (HS Direct) to provide independent health and safety advice.						
			Required Insurance in place						
		Low Morale- Lack of Direction, Insufficient tools/equipment, Lack of Innovation, Lack of training & development	Competitive Salaries- In line with market standard	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/22
			Catchment Management provides clear direction						
			Regular Appraisal reviews/Ongoing Training provided						
		Aging Workforce- Health & Safety Risks, Loss of experience & expertise	Lone Worker monitoring- Regular Contact	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	1. Catchment Modelling will help planning for the future. 2. Clerk to work with operative regarding succession planning 3. Succession Plan in action, two new employees	Clerk 2022
			Catchment Studies currently undertaken						
			Day to day activities- Process Mapped						
	Objective 4: Promote Innovation, ensure the board is continually looking at ways to improve and grow	Members lack understanding of the Board's objectives, latest legislative requirement and latest developments in the industry.	Land Drainage Act provides for election of members every 3rd Year	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Member Interaction/Presentations (COVID DEPENDENT)	SGAT 2022
			ADA Good Governance Guide delivered or sent to all members						
			Training Courses for board members						
			Legislative/Industry developments promoted on the website and in meetings						
		Board Structure- Limited diversity of members background	Elected/Nominated split dependant on Annual Values	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/22
			Nominated members typically have knowledge of WLM						
		Short Termism- Reduction of cost philosophy	Elected members must be nominated by Landowners in the district	Med	Likely	4	REDUCE- ACTION REQUIRED TO REDUCE RISK	Presentation to be given at Jan meeting incorporating the mid-term & Long-term plan. Highlighting the impact short-term decisions have overall	FO- Jan 2022 SGAT- Annual
			STP/MTP/LTP						
		Unsuitable members appointed to the Board	Long Term Forecasting, 20 years Budget plans, Long Term Capital plan	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/22
			Elected members must be nominated by Landowners in the district						
			Members register of interest						

Ancholme IDB- Risk Register Jan 2022

OBJECTIVE		RISK	Current Controls/Assurances	Risk			Status	Mitigation/Action Plan	Owner/Target Date						
				Impact	Likelihood	Score									
STAKEHOLDER VALUE	Objective 5: To be a self sufficient IDB that provides value to 'our' stakeholders at all times	Reduction in income to the Board to maintain an appropriate provision of services (e.g. major ratepayer Chicken Farms go out of business)	Systems and processes to maximise income opportunities and collection	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Provide all significant ratepayers with the Long-Term forecast, allowing them to make provisions accordingly.	Senior Finance Officer Mar 22						
			Timely invoicing of Drainage Rates account holders annually, monitoring of collection rates and take follow-up action when non-payment.												
			Submit Highland Water claims to the EA.												
		Increased Expenditure, exemption for Red Diesel removed. Fuel costs increase therefore Contractor costs could increase significantly	Reserve Policy in Place for this scenerio In dialogue and will work with contractors Budget & Contracts allow for flexibility, Variable Cost	High	Likely	6	TRANSFER- RISK TOO HIGH, TRANSFER ELSEWHERE IF POSSIBLE (EG. INSURANCE)	The board need to plan how they mitigate this likely increase cost for Drain Maintenance. Options will be provided & discussed at the January meeting.	SGAT Jan 22						
		Overspending, not obtaining value for money	Monthly Budget reviews, Budget to date and out turn analysed by members at meetings	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/22						
			Financial Regulations- >£5000 2 quotes > £20,000 Tender Process												
			Approved Suppliers List with specific criteria that is regularly monitored												
		Perception that this isn't the case	Internal/External Audits & IDB1 forms	Med	Likely	4	REDUCE- ACTION REQUIRED TO REDUCE RISK	Promote the board, shout about the good work Ancholme IDB do Tap into to Social Media to do this	SGAT- Ongoing						
			Website promoting board Activities												
			Lead Role in partnership working/PSCA agreements												
	Flood damage to third party	Insurance Policies to cover main risks including asset failure and indemnity for third party damage	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Insurance policies reviewed annually for the Board and risks required changes to cover reassessed.	Clerk- Jan 2022							
		Catchment Mapping completed													
	Objective 6: To be a champion of partnership working, work collaboratively where this can deliver shared research objectives more cost-effectively and for the wider good of all connected	Miscommunication causing differing expectations/goals	Close working relationships with all connected stakeholders	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/22						
			Historic Agreements												
			Drive for partnership working												
		Lack of formal structure and clear risk-sharing arrangements	Good working relationship with LLFA	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/22						
			Clear definition of role between IDB & other Stakeholders												
		Internal & External Conflicts, which could create a lack of trust	Conflict Management Policy Open & Honest- 100% Transparent- Minutes on website	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor all relationships with all connected stakeholders, continue to be a champion of partnership working	Next Review 30/06/22						
	COMPLIANCE	Objective 7: Ensure that the board always complies with all recommended accounting practices	Adverse audit reports, legal action and loss of confidence in the IDB.	Put in place a satisfactory Governance framework, including: - Internal Audit contract & access to the Boards. - External Audit Service - Financial regulations in place for each Board - Business continuity & recovery plan - Insurance Policies proportionate to identified risks - Appropriate ICT systems to support key functions (Ratings, Finance and GIs). - ADA Practitioners' Guide (2006), as revised 2017 - Data processing, handling and retention in compliance with ICO's Guidance & Licence for each Board.	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	1. Continue to work with Internal Auditor to always minimise risks associated with accounting practices, especially when new risks emerge 2. Review current SGAT processes & procedures and update where appropriate	Finance Team- May 2022 & Ongoing					
Adhere to Board Approved Financial Regulations															
Experienced and suitably qualified finance officers															
Bank Mandate in place, always two signorities needed															
All Purchase Ledger Transactions are reviewed by the board															
Loss of Cash through error or fraud			Adequate Insurance to cover such Losses	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	1. Create & Implement process with regard to new suppliers & also existing suppliers who request to change bank details 2. Review current SGAT processes & procedures and update where appropriate	Finance Team- May 2022 & Ongoing						
			Audit approved documented processes, that have a clear segregation of duties							High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Review current SGAT processes & procedures and update where appropriate	Finance Team- May 2022 & Ongoing
			Bank Mandate in place, always two signorities needed												
Liquidity issues, lack of reserves			The Board has adopted a reserve policy	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Review Reserves level (30%) at the monthly budget meetings	Next Review 30/06/22						
			Annually Internal/External Audits												
		Boards financial postion presented at Board meetings													
Objective 8: Ensure that at all times the board complies with all current EU & UK legislation		Risk to Board Members	Qualified & expierenced staff attempt to advise the board	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor any changes to current EU & UK legislation	Next Review 30/06/22						
			Ultimately, all decisions should be discussed and made as a collective												
			Adequate Insurance underaken												
		Non-compliance with legislation, regulations good practice resulting in prosecution, fines /penalties / sanctions and loss of confidence in the Board(s).	Access specialist advice as required, eg Finance, Legal, H&S, Insurance, etc.	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Monitor any changes to current EU & UK legislation	Next Review 30/06/22						
			Peer Group support, e.g. ADA's Policy & Finance and Technical Committees												
	Inter-agency working amongst FRM authorities														



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