



Scunthorpe & Gainsborough

Water Management Board

**Messingham Grange
Butterwick Road
Messingham
DN17 3PP**

Meeting Papers

**Monday 7 February 2022
2:00pm**



Shire

Group of IDBs

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Meeting Papers

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CEnv, MIEMA

Reviewed by:

Craig Benson, Paul Jones, Mark Joynes & Janette Parker on 25 October 2021

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

Recommendation:

- Note the information contained in this report

1.1 Apologies for Absence

1.2 Declaration of Interest

In accordance with the Members Code of Conduct, Part 2 Members Interests, Members must remove themselves from the discussion or determination of matters in which they have a financial interest.

In matters where Members have a non-financial interest, they should not participate in the discussion or determination of a matter where the interest might suggest a danger of bias.

1.3 Minutes of the Meeting held 8 November 2021

MEMBER	11.11. 2019	03.02. 2020	08.06. 2020	09.11. 2020	01.02. 2021	07.06. 2021	08.11. 2021
Margaret Armiger MA	√	√	√	√	A	√	√
David Barratt DB	√	√	-	A	-	-	√
Adrian Black	√	√	√	√	√	√	√
Chris Black CB	√	A	√	√	√	√	√
Frank Bottomley FB	√		-	-	-	-	Retired
Sam Cross SC	New A	√	√	√	√	-	-
John Coggan JC	A	√	√	√	A	A	√
Tony Ellerby TE	New√	√	√	√	√	A	√
Ian Fleetwood IF					New	A	√
David Forington DF	√	√	√	√	√	√	√
Trevor Foster TF	√	√	√	√	A	√	√
Samuel Godfrey SG	√		A	√	√	√	√
Benjamin Jackson	√	√	√	√	√	√	√
Johnathan Jackson JJ	√	A	√	√	√	√	√
Bob Kissaglis BK							New√
Paul Metheringham PM	√	√	√	√	√	√	√
Lesley Rollings LR	New	√	√	√	√	√	√
Ralph Ogg RO – Vice Chair	√	√	√	√	√	√	√



Neil Poole NP- Chair	√	√	√	√	√	√	√
Helen Rowson HR	A	√	√	√	√	√	√
Gwylim G Williams GW				New√	√	A	√
Janet Longcake JL					New√	√	√

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

Craig Benson (Clerk) Clerk
Paul Jones (Engineer) Eng

Also in attendance: Mick Johnson (North Lincs Council – standing in for Sam Cross)
Two members of the public.

Appointment of Chairman

2021.63 Members were invited to nominate an individual to act as Chair of the Board. TF proposed NP, this was seconded by TE. AB proposed BJ and this was seconded by DF. No more nominations were received therefore members were asked to vote on their preferred candidate. NP received 13 votes and BJ 7, therefore NP was duly elected as Chairman. The Chair thanked members for their support and expressed thanks to AB for his Chairmanship of the Board.

Appointment of Vice Chairman

2021.64 AB nominated BJ and this was seconded by HR. The Chair nominated RO and This was seconded by LR. BJ received 8 votes and RO 12, therefore RO was duly elected as Vice Chairman.

Apologies for Absence

2021.65 There was none.

Declarations of Interest

2021.66 Clerk declared a personal interest in item 2.6.

Minutes of Last Meeting

2021.67 Chair proposed approval of and all Members in favour.

Matters Arising

2021.68 There were none.

Clerks Report

2021.69 Policy – Clerk stated that DEFRA had now issued revised Byelaws that required adopting by the Board. **Chair proposed approval of and all Members in favour.**

2021.70 Employees – HR suggested that it might be of benefit for the new Ancholme IDB employees to be introduced to the Board. Chair agreed and asked the Clerk to arrange for this to happen at the next Board meeting.



Financial Report

- 2021.71** Rating Report – Clerk advised that the current balance was £11,160.19, of which £8,152.30 related to instalment payments. Final demands had been issued to those outstanding debtors.
- 2021.72** Audit – The external audit had been completed with no comments from the auditors.
- 2021.73** Budget Comparison for the Year Ended 31 March 2021 – Clerk reviewed the current levels of expenditure against the budget and explained the reasons behind significant variances. Information noted.
- 2021.74** Ten Year Budget Estimate – Information noted.
- 2021.75** Schedule of Payments – Chair encouraged those members who use any supplier listed in the schedule should declare an interest. JC, BJ, SG, PM, DB, CB declared interest in being members of Woldmarsh Producers Ltd. **Approval of the list of Payments was proposed by BJ, seconded TE and agreed by the Board.**

Engineer's Report

- 2021.76** Ravensfleet Pumping Station – Eng. Updated members on the grant approval and the planned schedule of building the new station. Engineer sought Board approval to seek tenders for the Design and Build of the pumping station. **BJ proposed, DB seconded and all approved.** DB asked when works would begin on site to which the Engineer estimated September 2022.
- It was also asked whether the Board would have to contribute more if the costs were higher than expected. Engineer responded by informing members that there might be an increase once the tenders are returned. GW asked if the Engineer had completed a critical task analysis, Engineer confirmed that this task would be completed by the contractors to develop in the design.
- 2021.77** Telemetry – A meeting is planned with the suppliers and the new employees to agree an installation programme of the new system. It is envisaged that those sites without telemetry will be high priority.
- 2021.78** Water Level Management – Information noted with the following updates given:
- 2021.79** Crosby Soakmere – Engineer confirmed that they were seeking GIA for funding.
- 2021.80** The Meadows, Burringham - £50k had been approved from Environment Agency to look at Hydraulic Modelling of the catchment.
- 2021.81** Riddings Lagoon – The Board has received a request to remove/cut back the trees on the site. Costs have been received and the works are to be programmed. There was a requirement of the residents to accept the proposed works. GW asked if the Board had a policy for replacing trees that had been removed. It was confirmed that the Board does not have a tree planting policy; this was in part due to the Board not owing land.
- 2021.82** Morton Warping Drain – Engineer confirmed that prices had been requested to undertake the repairs of the culvert as well as the options to replace the full length. BJ asked if the option to open up the watercourse had been considered. Engineer confirmed it had considered an open cut but no price obtained to date. The problem with an open cut, although preferred, is the 2.5m depth needed to achieve the bed/invert of the watercourse. Both DB and DF commented on the original watercourse that was open and that property owners had subsequently built over the top of the culverted section.
- 2021.83** Riparian Responsibility Pilot – Members agreed that this was a good idea to raise awareness of the issues associated with riparian ownership.
- 2021.84** Maintenance progress was noted.
- 2021.85** PSCA – The document had been updated and was ready to be signed. The works will be completed during this financial year.
- 2021.86** Maintenance and Drainage on the River Eau – Engineer informed members that a letter had been received from Scotter Parish Council requesting that the Board consider taking over the responsibility of maintenance on the River Eau. DB asked what would the benefit be



to the Board and who would fund the activity. JC was invited by the Chair to comment. He had prepared a document which he read from advising members of the Board's duties with respect to the whole catchment. He stated that the area had been sadly let down by the Environment Agency and he would suggest that the Board were minded to adopt the River Eau. DF noted that the board must ensure that the EA are on board with any such proposal and added that the EA must fund the works on the River. Members would need to understand what was the main cause of flooding through the village of Scotter, is it, for example, the volume of water entering the village from upstream. AB confirmed that the EA had been undertaking some modelling and that there had been little maintenance on the River Eau but the Board had to take into account the full length of the River to resolve the issues. It was noted that land owners had been complaining. LR agreed with AB that the full length must be looked at and stated that there was no clear answer to how the water actually moves as against the EA model. DF stated that if the River Trent levels are high, you will have no gravity outfall for the River Eau.

Chairman confirmed that S&GWMB are mindful to support the investigation and de-maining of the River Eau and will contact the relevant bodies to look at the process. Members supported this proposal and of the creation of a working group to begin the work. The Chairman, Vice Chairman, JC, LR and AB agreed to be part of the group.

Environmental Report

2021.87 Information noted.

Health, Safety & Wellbeing Report

2021.88 Information noted.

Representation

2021.89 Information noted.

Any Other Business

2021.90 Minutes of the Extra Ordinary Meeting held on 1 October were approved by the Board as a true record.

Date of Next Meetings

2021.91 7 February 2022
6 June 2022
7 November 2022.

1.4 7 November 2022 Matters arising not discussed elsewhere

1.5 Complaints/FOI requests

There have been no complaints or FOI requests received since the last meeting.

2. Clerks Report

Recommendation:

- Note the information contained in this report

2.1 Policy

There is nothing to report.

2.2 Legislation

2.2.1 Finance Bill

Red Diesel – Discussions have been on going with ADA, IDBs and the Treasury. This has now resulted in a change in the interpretation of the exemption clauses. More information has been supplied to ADA to support the IDBs case that they should have the same or similar exemption as the agricultural industry.

Attached at Appendix A is the latest correspondence that has been received from ADA.

2.2.2 Environment Agency – Enmainment Process

The Board, through JC, has received the following email on 9 December 2021 from Greg Oakes (EA Operations Manager North).

“I last week met with my national colleagues in relation to your de-maining request for the River Eau.

Unfortunately, I have been advised that there are no plans for a future de-maining programme until mid-2023 when the statutory instrument to allow new IDBs and expansion of IDBs contained in the Environment Act is in place. We are expecting guidance on screening criteria for potential de-maining candidates to be issued in mid-2022.

In the interim, we are undertaking a review of the Secretary of State guidance in relation to the designation of the River Eau as a main river. The outcome of this review will indicate whether the Eau is a potential candidate for de-maining or not. It is worth noting that the flood risk aspect of this guidance may rule out the River Eau as a candidate.

<https://www.gov.uk/government/publications/designation-of-main-rivers-guidance-to-the-environment-agency/designation-of-main-rivers-guidance-to-the-environment-agency>

“I’m expecting this work to be complete by mid-January and we’ll share our findings so we can work through them together.”

The Board have also received another request to undertake work/take control of the River Eau upstream of Scotter. This was received on behalf of a group of landowners upstream of Scotter. They would like Board Officers to meet with them and the EA to discuss the potential of the Board carrying out more works in the future on this section of the River Eau.

2.3 Association of Drainage Authorities

2.3.1 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 Environment Agency

2.4.1 Humber Flood Risk Management Strategy 2100+

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

2.5 Employees

The two new Ancholme IDB 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 to approve the Risk Register
- To approve the Estimates for the Year Ending 31 March 2023
- To approve schedule of Payments

3.1 Rating Report

Details of the Rates and Special Levies issued, and payments received up to and including 20 January 2022: -

	£	£
Balance Brought forward as at: 1 April 2021		2,242.90
2021/2022 Drainage Rates and Special Levies		
Drainage Rates		138,396.82
Special Levies		
North Lincolnshire Council	255,191.00	
West Lindsey District Council	57,496.00	312,687.00
Total Drainage Rates Due		<u>453,326.72</u>
Less Paid: -		
Drainage Rates		134,896.26
Special Levies		
North Lincolnshire Council	255,191.00	
West Lindsey District Council	57,496.00	312,687.00
Total Drainage Rates Paid		<u>447,583.26</u>
Balance Outstanding as at: 20 January 2022		<u>5,743.46</u>

3.2 Audit

3.2.1 Internal Audit

The meeting of the Audit Review Panel was held on 23 November 2020 and the minutes of the meeting can be viewed at Appendix C.

3.2.2 External Audit

Nothing to report.

3.2.3 Risk Register

The risk register is attached at Appendix D and requires the Board's approval.



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

SCUNTHORPE & GAINSBOROUGH WATER MANAGEMENT BOARD						
ESTIMATES FOR THE YEAR ENDING 31ST MARCH 2023						
2021/22				2022/23		
Approved Estimate		Estimated Out-Turn		Estimate		
£	£	£	£	£	£	
INCOME						
Drainage Rates on Agricultural Land:-						
99,026		99,026		8.75p in £ on Av of £1,130,898	98,954	
Drainage Rates on Intensive Agricultural Units:-						
35,949		39,426		8.75p in £ on Av of £450,780	39,443	
Special Levies						
West Lindsey District Council						
57,496		57,496		8.75p in £ on Av of £657,101	57,496	
North Lincolnshire Council						
255,191		255,191		8.75p in £ on Av of £2,916,465	255,191	
Other Income:-						
40,786		40,786		Foreign Water Contribution (FWC)	40,786	
767		2,968		Other Income	12,336	
0		200		Rental Income	200	
<u>50</u>	489,264	<u>50</u>	495,143	Interest etc	<u>100</u>	504,506
EXPENDITURE						
90,615		90,615		Board Loans	90,615	
8,530		8,530		Environment Agency Loans	8,530	
16,879		0		New Loan - Ravensfleet PS scheme	0	
70,935		74,588		Administration	75,576	
228,300		174,500		Watercourse Maintenance	235,212	
<u>126,810</u>	<u>542,069</u>	<u>145,043</u>	<u>493,276</u>	Pumping Stations, etc.	<u>125,552</u>	<u>535,485</u>
	(52,805)		1,867	Surplus - (Deficit)		(30,979)
	<u>344,196</u>		<u>306,314</u>	Balance Brought Forward		<u>288,324</u>
	<u>50,000</u>		<u>50,000</u>	Transfer to NW&P Account		<u>50,000</u>
			<u>30,143</u>	Transfer from Motorways Culvert Account		
	<u>291,391</u>		<u>288,324</u>			<u>207,345</u>
Previous Years Rates in the £						
2012/13 : 8.75p - 2013/14 : 8.75p - 2014/15 : 8.75p - 2015/16 : 8.75p						
2016/17 : 8.75p - 2017/18 : 8.75p - 2018/19 : 8.75p - 2019/20 : 8.75p						
2020/21 : 8.75p- 2021/22 : 8.75p 2022/23 : 8.75p						
Penny Rate : £51,161						

3.4 Ten Year Budget Estimate

	0	0	1	2	3	4	5	6	7	8	9	10
	2021/22	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Income & Expenditure Account	App Budget	Estimated Out Turn										
	£	£	£	£	£	£	£	£	£	£	£	£
Income												
Drainage Rates	138,451	138,451	138,398	138,398	138,398	142,352	142,352	142,352	150,260	158,169	166,077	173,986
Special Levies	312,687	312,687	312,687	312,687	312,687	321,621	321,621	321,621	339,489	357,357	375,224	393,092
Rental Income	200	200	200	200	200	200	200	200	200	300	300	300
Foreign Water Contribution	40,786	40,786	40,786	40,786	40,786	40,786	40,786	40,786	40,786	40,786	40,786	40,786
Other Income	2,268	2,968	2,336	2,406	2,478	2,553	2,629	2,708	2,789	2,873	2,959	3,048
Bank Interest	200	50	100	200	200	250	250	250	300	300	300	300
PSCA Maintenance	10,000	-	10,000	-	-	10,000	-	-	10,000	-	-	10,000
Total Income	504,592	495,142	504,507	494,677	494,749	517,761	507,838	507,917	543,824	559,784	585,647	621,512
Expenditure												
Drain Maintenance (Silt Removal)	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance of Pumping Stations	123,090	145,043	125,552	128,063	115,624	117,937	120,295	122,701	125,155	127,658	130,212	132,816
Drains Maintenance	185,112	174,500	215,212	210,000	214,200	218,484	222,854	227,311	231,857	236,494	241,224	246,048
PSCA Maintenance	20,000	-	20,000	-	-	20,000	-	-	20,000	-	-	20,000
Administration	75,823	74,588	75,576	77,465	79,014	80,595	82,206	83,851	85,528	87,238	88,983	90,763
Existing Loan Repayments:-	99,145	99,145	99,145	95,350	88,077	77,038	72,773	72,773	62,140	32,914	26,868	7,016
New Loans	-	-	-	-	-	-	-	-	26,269	65,673	76,180	97,195
Total Expenditure	503,170	493,276	535,485	510,878	496,915	514,053	498,128	506,636	550,949	549,977	563,467	609,288
Surplus/(Deficit)	1,422	1,866	(30,978)	(16,201)	(2,166)	3,708	9,710	1,281	(7,124)	9,807	22,180	12,224
Balance Brought Forward	313,182	306,314	288,323	207,345	166,144	158,977	157,685	162,395	158,676	146,552	151,359	168,539
Transfer From Motorways SC	-	30,143	-	-	-	-	-	-	-	-	-	-
Contribution to NW&P Account	50,000	50,000	50,000	25,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Balance Carried Forward	264,604	288,323	207,345	166,144	158,977	157,685	162,395	158,676	146,552	151,359	168,539	175,763
New Works and Plant Account	266,036	814,790	1,074,292	305,809	310,909	316,009	321,109	26,209	31,309	26,409	8,853	13,953
Penny Rate in £	8.75p	8.75p	8.75p	8.75p	8.75p	9.00p	9.00p	9.00p	9.50p	10.00p	10.50p	11.00p
I&E Balance as % of Expenditure	53%	58%	39%	33%	32%	31%	33%	31%	27%	28%	30%	29%

	2021/22	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
New Works and Plant Account	App Budget	Estimated Out Turn										
	£	£	£	£	£	£	£	£	£	£	£	£
Income												
Transfer from I&E	50,000	50,000	50,000	50,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Contribution to Morton Warping Drain Culvert	-	2,933	-	-	-	-	-	-	-	-	-	-
Interest	-	50	100	100	100	100	100	100	100	100	100	100
Loan	-	-	-	-	-	-	-	-	500,000	200,000	500,000	400,000
Possible Grant Income	230,186	420,786	1,343,984	204,000	-	-	100,000	300,000	-	-	-	-
Local Levy	15,500	30,000	-	50,000	-	-	-	-	-	-	-	-
Total Income	295,686	503,769	1,394,084	304,100	5,100	5,100	105,100	305,100	505,100	205,100	505,100	405,100
Expenditure												
4x4 vehicle	-	-	-	-	-	-	-	-	-	-	22,656	-
Telemetry System	80,000	20,000	60,000	-	-	-	-	-	-	-	-	-
Burringham PS Hydraulic Model	-	10,000	40,000	-	-	-	100,000	600,000	-	-	-	-
Flixborough PS Refurbishment	-	-	-	-	-	-	-	-	500,000	-	-	-
Lysaghts PS Refurbishment	-	-	-	-	-	-	-	-	-	210,000	-	-
East Butterwick PS Refurbishment	-	-	-	-	-	-	-	-	-	-	500,000	-
Black Bank PS Refurbishment	-	-	-	-	-	-	-	-	-	-	-	400,000
Jenny Hurn & Whoofer PS Refurbishment	-	-	322,000	205,000	-	-	-	-	-	-	-	-
Ravensfleet PS Refurbishment	300,000	5,000	463,583	463,583	-	-	-	-	-	-	-	-
Susworth PS Refurbishment	-	-	204,000	404,000	-	-	-	-	-	-	-	-
Pauls Malt PS Refurbishment	-	-	-	-	-	-	-	-	-	-	-	-
Morton Warping Drain Improvements	-	4,400	45,000	-	-	-	-	-	-	-	-	-
Crosby Soakmere	-	-	56,667	113,333	-	-	-	-	-	-	-	-
PAR Submissions (Sus, JH & CS)	18,000	-	118,000	-	-	-	-	-	-	-	-	-
Total Expenditure	380,000	39,400	1,134,583	1,072,583	-	-	100,000	600,000	500,000	210,000	522,656	400,000
Surplus/(Deficit)	(84,314)	464,369	259,502	(768,483)	5,100	5,100	5,100	(294,900)	5,100	(4,900)	(17,556)	5,100
Balance Brought Forward	350,350	350,421	814,790	1,074,292	305,809	310,909	316,009	321,109	26,209	31,309	26,409	8,853
Balance Carried Forward	266,036	814,790	1,074,292	305,809	310,909	316,009	321,109	26,209	31,309	26,409	8,853	13,953

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	13th	89	Fuel Genie	Fuel Account	200.00	*
	14th	142	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
	15th	86	ContainerKing Ltd	Ravensfleet PS - Lavatory Service	30.00	*
		98	Glanford Beet Ltd	Burringham Reservoir - Flailing	1,200.00	*
		99	ID Spares & Services Ltd	Lysaght PS - Weedscreen Cleaner Maintenance	253.80	*
		-	NatWest	Bankline Fees	21.80	*
		-	HMRC	PAYE/NI	441.38	*
	18th	85	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	11.99	*
	20th		JBA Consulting	Fee Accounts: -		
		101		BAP Implementation	2,627.33	
		102		Management Services	5,166.12	
		100	Sweeting Brothers (Land Drainage) Ltd	Maintenance	9,499.00	
		121	Woldmarsh Producers Ltd	Supply to Lysaghts PS	1,314.91	*
				Supply to Ravensfleet	450.45	*
				Supply to Black Bank	391.40	*
				Supply to Flixborough	106.51	*
				Supply to East Butterwick	187.55	*
				Supply to Burringham	864.88	*
				Vodafone - Mobile Phone & Telemetry Lines	112.82	*
	21st	116	Iris Business Software Ltd	Open Payslips	7.39	*
	22nd	97	Iris Business Software Ltd	Auto-enrolment Fees	14.78	*
	29th	-	NatWest	Bank Fees	18.55	*
Nov	3rd	103	Ancholme IDB	Provision of Telemetry Service	811.74	*
		104	ContainerKing Ltd	Ravensfleet PS - Lavatory Service	30.00	*
		105	Lyons of Gainsborough Ltd	Tools & Equipment	80.28	*
		106	Miles Maintenance Ltd	Tractor Maintenance	486.50	*
		107-8	NX1 (UK) Limited	Ravensfleet PS - Security System Maintenance	360.00	*
		109	Solo Protect Ltd	Lone Worker Monitoring	72.00	*
	4th	-	Employee	Wages	1,378.82	*
		-	B&CE Holdings	Pension Contributions	120.55	*
	15th	142	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
		132	Fuel Genie	Fuel Account	67.00	*
		110	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	11.99	*
		-	NatWest	Bankline Fees	26.30	*
	16th	122	RJ Tyres	Tractor Tyre	546.00	*
	17th	-	HMRC	PAYE/NI	694.66	*
	22nd	145	Woldmarsh Producers Ltd	Supply to Susworth PS	187.14	*
				Supply to Lysaghts PS	1366.18	*
				Supply to Burringham PS	706.17	*
				Supply to Ravensfleet PS	367.06	*
				Supply to Black Bank PS	327.17	*
				Supply to East Butterwick PS	119.3	*
				Supply to Flixborough PS	118.8	*
				Supply to Jenny Hurn PS	166.72	*
				Vodafone - Mobile Phone & Telemetry Lines	124.89	*
				Membership Fees	102.60	*
		135	Iris Business Software Ltd	Open Payslips	14.78	*
		117	Iris Business Software Ltd	Auto-enrolment Fees	7.39	*
	25th	118	Watson Petroleum	Gas Oil	924.31	*
	30th	111-4	ACS Electrical Engineering Services	Pumping Station Maintenance	4,975.10	
		124	JBA Consulting	Management Services	4,105.44	
		123	Sweeting Brothers (Land Drainage) Ltd	Maintenance	21,472.80	



		-	NatWest	Bank Fees	12.95	*
Dec	2nd	125	ContainerKing Ltd	Ravensfleet PS - Lavatory Service	30.00	*
		126	Fire Logistics Ltd	Fire Extinguisher Maintenance	116.34	*
		127	Messingham Grange	Meeting Expenses	89.00	*
		128	W Barratt & Sons Ltd	Pumping Station Spraying	600.00	*
		-	Employee	Wages	1,441.34	*
		-	B&CE	Pension Contributions	126.61	*
	14th	137	Fuel Genie	Fuel Account	150.00	*
	15th	143	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
		-	NatWest	Bankline Fees	24.95	*
	16th	139	Public Works Loan Board	Loan Repayment	37,899.09	*
		129	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	11.99	*
	20th	146	Woldmarsh Producers Ltd	Supply to Susworth PS	241.10	*
				Supply to Pauls Malt PS	816.70	*
				Vodafone - Mobile Phone & Telemetry Lines	151.46	*
				Screwfix - Tools & Equipment	50.21	*
	21st	162	Iris Business Software Ltd	Open Payslips	14.78	*
		136	Iris Business Software Ltd	Auto-enrolment Fees	7.39	*
		130	Anglian Water (Jenny Hurn)	Water Supply to Jenny Hurn PS	11.91	*
		138	Lyons of Gainsborough Ltd	Tools & Equipment	94.10	*
		144	Schofield Sweeney	Legal Fees - Rate Demands	108.00	*
		-	HMRC	PAYE/NI	333.84	*
	29th	-	Watson Petroleum	Gas Oil	932.08	*
	30th	-	Employee	Wages	1,391.49	*
		-	B&CE Holdings	Pension Contributions	121.76	*
	31st	-	NatWest	Bank Fees	10.15	*
2022						
Jan	13th	165	Remote Asset Management Ltd	Vehicle Tracking	20.64	*
		160	Fuel Genie	Fuel Account	70.00	*
	17th	157	3 Business Services	Mobile Broadband - Ravensfleet CCTV Unit	11.99	*
		137	JBA Consulting	Management Services	4,416.49	
		-	NatWest	Bankline Fees	24.50	*
			Total		112,085.13	
				* Total amount of direct debits and payments approved by the Clerk Only	59,822.85	

4. Engineer's Report

Recommendations:

- To note the information contained in this report.
- Item 4.2.3 – Agree way forward for Tree Management on Ridings Lagoon

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 Scunthorpe & Gainsborough WMB and Ancholme IDB Districts:

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

An informal 3-month review is planned for 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.

4.1.2 Ravensfleet Pumping Station

North Lincolnshire Council Procurement have been appointed to obtain tenders for the Design & Build, the specification is underway based upon the Boards' requirements and £370,786.00 has been received from the EA / Defra in Grant in Aid.

An evaluation panel will be organised to review returned tenders.

Quotations are being obtained to progress the Outline Business Cases for Jenny Hurn (including Whoofer) and Susworth Pumping Station refurbishments for approval of the Chairman.



4.1.3 Telemetry

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.

Our submission seeking £30,000 Local Levy support from the Trent RFCC has been approved by their Sub Committee in December. This is to be endorsed by the Trent RFCC in January following which we would receive confirmation of the RFCC decision from the secretariat.

4.1.4 Burringham Reservoir

The Draft Flood Plan required by Defra and the Environment Agency for Undertakers of Large Raised Reservoirs is due by the end of January for review.

The Plan is required to be in place from April 2022 and will require review by a Reservoir Panel Engineer each year.

4.2 Water Level Management

4.2.1 Crosby Soakmere culverted watercourse, Hilton Avenue

An Exception Report has been submitted to the EA awaiting approval of GiA to commence with the feasibility / design phase.

A Quotation to prepare the Outline business Case is being obtained for approval of the Chairman.

4.2.2 The Meadows, Burringham

North Lincolnshire Council Procurement have been appointed to obtain quotations/tenders for the hydraulic modelling and the FCERM7 Forms have been submitted to the EA for approval of GiA Study Costs.

An evaluation panel will be organised and it is likely that the approval will require Chairman approval.

4.2.3 Riddings Lagoon

The Board as a landowner have been asked to cut back tree growth along the south-eastern boundary of Riddings Lagoon due to concern over fire risk. A tree surgeon has inspected the site and indicates there does not appear to be a fire risk however tree growth would benefit from being cut back.

A quotation has been obtained for £2,400 + VAT to cut back trees by 4 metres and remove waste off-site.

This may encourage unauthorised access by others and a resident survey was suggested before committing to cutting back tree growth. The resident survey is something that the Board would need to organise if considered.

The Board are asked to consider whether a resident survey is required and approve the quotation.

4.2.4 Morton Warping Drain culvert, Field Lane

Further to the CCTV of the 375mm diameter concrete pipe along Field Lane, Morton completed in August/ September with 1/3 contributions from the West Lindsey District Council, Lincolnshire County Council and the Board; we have received estimated budget costs to replace 230 metres of pipeline at £105,000 or reline the existing pipe with section repairs at £85,000. These costs may also be subject to design and preliminaries but provide an outline.

Costs to consider open cut are being obtained as a comparison and we would update West Lindsey District Council and Lincolnshire County Council as well as the Board.

4.2.5 Riparian Responsibility Pilot

The meeting minutes of the main group are attached at Appendix E for information.

The Group are preparing an Action Plan for approval of all RMAs as well as an Enforcement Guidance document.

4.2.6 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.

There was a requirement to run the diesel pumps over the Christmas period which resulted in overnight pumping operation by the Existing Employee and Assistant Catchment Manager.

4.2.7 Maintained Ordinary Watercourses

Ordinary Watercourse maintenance across the District being undertaken by Sweeting Bros is approx. 3 weeks from completion and the Board's Employee is currently 99%.

4.2.8 Main River

Maintenance and Drainage on the River Eau

The EA modelling is due to be completed in February and we hope to review the outputs with the EA and update the Board moving forwards.

The EA has advised that Defra have no plans for a future de-maining programme until mid-2023 when the statutory instrument to allow new IDBs and expansion of IDBs contained in the Environment Act is in place. The EA are expecting guidance on screening criteria for potential de-maining candidates to be issued in mid-2022.

In the interim, the EA are undertaking a review of the Secretary of State guidance in relation to the designation of the River Eau as a main river. The outcome of this review will indicate whether the Eau is a potential candidate for de-maining or not. It is worth noting that the flood risk aspect of this guidance may rule out the River Eau as a candidate.

4.3 Planning, Consents & Enforcement

4.3.1 Planning Applications

Officers have reviewed planning applications submitted between 21 May 2021 and 23 October 2021, of which 42 have required comment on behalf of the Board.

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

No consents have been issued on behalf of the Board between 21 May 2021 and 23 October 2021.

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

No extended area consents have been issued on behalf of the Lincolnshire County Council between 23 May 2021 and 23 October 2021.



5. Environmental Report

Recommendation:

- Note the information contained in this report

5.1 Legislation

Nothing to report.

5.2 Biodiversity Action Plan Implementation

Nothing to report

6. Health, Safety and Wellbeing Report

Recommendations:

- To note the information contained in the report

6.1 Board Employee

6.1.1 Accidents and Incidents

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

6.1.2 COVID-19.

The situation is being monitored carefully to enable the Board's employee to carry out his duties safely and in accordance with Government guidelines.

Board operations

During this period, the Board's day to day activities have not been adversely affected.

7. Representation

The Board is represented at several fora:

Environmental	Flood Risk Management	Other
	Humber Flood Risk Management Steering Group	
Humber Estuaries Relevant Authorities Group (HERAG)	Comprehensive Review Humber Strategy workshops	
	Humber Strategy Officers Group	

8. Date of Next Meetings

6 June 2022
7 November 2022
6 February 2023



9. APPENDIX A – Correspondence from ADA on Red Diesel

Please see the correspondence over the following pages.



Representing Drainage Water Level & Flood Risk Management Authorities

Rural Innovation Centre, Avenue H,
Stoneleigh Park, Warwickshire, CV8 2LG
Telephone: +44 (0) 2476 992889
Email: admin@ada.org.uk
Website: www.ada.org.uk
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By email to all IDB Clerks/CEOs

Thursday 06 January 2022

Dear Clerks & CEOs,

Red diesel: January 2022 Update

Background

Following the government's announcement in March 2020 that it will remove the entitlement to use rebated fuel (red diesel) from most sectors from April 2022, ADA has remained concerned about the significantly increased fuel costs for IDBs as a result of moving their lowland watercourse maintenance operations to white diesel. ADA was also concerned about IDBs' continued access to suitably skilled local contractors who predominantly serve the agricultural market for which their plant machinery will still be entitled to run on rebated fuel.

Throughout 2021 ADA has been corresponding with HM Treasury and Defra on this matter and the timeline attached summarises the key dates so far. ADA has continued to argue that IDBs and their contractors should continue to have an entitlement to use rebated fuel after 1 April 2022, and that land drainage watercourse maintenance and flood defence maintenance operations as 'allowed uses' to enable the contractors and direct workforce of IDBs and other risk management authorities to continue to operate using rebated fuel after 1 April 2022.

HM Treasury clarification

On 17 December ADA received a response from an HM Treasury official providing clarification regarding the circumstances in which IDBs and their contractors may continue to use rebated fuel after 1 April 2022. It is provided as written below in full.

I thought it would be helpful to clarify the circumstances where it will remain possible to use red diesel for water level management activities, as set out in guidance here

(<https://www.gov.uk/government/publications/changes-to-rebated-fuels-entitlement-from-1-april-2022/check-when-rebated-fuel-can-be-used>):

- Anyone will be able to use rebated fuel in vehicles and machines used for purposes relating to agriculture, horticulture, fish farming or forestry. This includes agricultural vehicles, special vehicles, unlicensed vehicles and certain machines and appliances. For these purposes, you can use rebated fuel to travel to and from the place where the vehicle is used, except on roads in unlicensed vehicles. If a vehicle or machine allowed to use rebated fuel is transported by another vehicle, you can only use rebated fuel in the vehicle carrying or towing it if it also qualifies in its own right.*

This means that both IDBs using their direct workforce and contractors will be able to use red diesel in their vehicles/machinery to complete water level and flood risk management work on land used for agriculture (working under the expectation that such activity on this land will at least in part be for the benefit of agricultural activity). As set out in your letter, nearly 70% of land at the highest risk of flooding is in agricultural use, so for a large proportion of your work, IDBs and agricultural contractors will be able to continue using red diesel. It will, however, not be possible to use rebated fuel for water level and flood risk management work on any other land (other than golf courses), unless it is for purposes relating to agriculture.



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ADA welcomes this clarification from HM Treasury, which aligns with the interpretation that some IDB staff had previously expressed regarding IDBs using rebated fuel for watercourse maintenance activities on agricultural land.

Pumping stations

Whilst ADA's understanding was that from 1 April 2022 diesel pumps would have to be powered using white diesel, the most recent clarification from HM Treasury may serve to change that position, where the pumping is of benefit to agricultural land. Certainty remains that rebated fuel may continue to be used after 1 April 2022 to generate electricity that is then used to power the pumps. This exception is because the Finance Bill 2021 states that using rebated fuel for heating and electricity generation in non-commercial premises would be a 'qualifying purpose'.

ADA will continue to persuade government that an accelerated programme of asset replacement would help all risk management authorities upgrade their pumps to the latest carbon reduced and fish friendly electric versions.

Next steps for ADA

ADA still wishes to better understand the circumstances where IDBs may or may not be permitted to use rebated fuels when undertaking work/pumping on non-agricultural land where those IDB operations benefit surrounding agricultural land.

The current wording of Excise Notice 75: Fuels for use in vehicles (<https://www.gov.uk/guidance/fuels-for-use-in-vehicles-excise-notice-75>) states that:

Ditch clearing and drainage

*You can use rebated fuel for ditch clearing and drainage only if it is done **solely** for the benefit of land used for agriculture, horticulture or forestry.*

However, HMRC has stated that Excise Notice 75 will be updated in advance of 1 April 2022.

Therefore, ADA proposes to seek:

- further clarification from the government regarding future wording within Excise Notice 75 and government guidance on the changes to rebated fuels entitlement from 1 April 2022, in line with HM Treasury's most recent clarification to us.
- legal advice regarding the circumstances in which rebated fuel may continue to be used on non-agricultural land where those operations benefit surrounding agricultural land.
- legal advice regarding the use of rebated fuel in pumping stations that benefit agricultural land.

These proposals will be discussed at the ADA Policy & Finance Committee meeting on 19 January 2022.

Yours faithfully

Ian Moodie MSci, Technical Manager, ADA



Timeline of changes to rebated fuels entitlement

11 March 2020 | Budget 2020, the government announced that it will remove the entitlement to use red diesel from most sectors from April 2022.

9 July 2020 | HM Treasury launched public consultation seeks views on reforms to the tax treatment of red diesel and other rebated fuels. ADA was unaware of this consultation at the time and did not respond.

11 January 2021 | ADA submitted an urgent report on the use of red diesel by internal drainage boards to HM Treasury and Defra.

11 March 2021 | Finance Bill 2021 published with provisions for changes to rebated fuels entitlement.

12 March 2021 | ADA shared a pro forma letter for IDBs to send to MPs regarding red diesel entitlement.

23 March 2021 | ADA submitted an updated version of the urgent report to HM Treasury and Defra.

10 June 2021 | Finance Act 2021 received royal assent.

21 June 2021 | ADA met with HM Treasury civil servant leading on these fuel duty changes to discuss the sector's concerns. The outcome of this meeting was a specific request from HM Treasury for ADA to provide further quantitative information about IDBs' use of agricultural contractors.

9 July 2021 | ADA wrote to IDBs providing an update on meeting with HM Treasury and making a request for data regarding IDBs' use of agricultural contractors undertaken by ADA. 61 IDBs responded to this data request over the summer of 2021.

6 October 2021 | ADA wrote to HM Treasury describing IDB operational maintenance in greater detail and presenting results of the IDB contractors survey undertaken. The letter concluded with two alternative policy requests seeking:

- a. to define land drainage watercourse maintenance and flood defence maintenance operations as 'allowed uses', and/or
- b. for land drainage watercourse maintenance to be defined as an 'accepted purpose' in relation to agriculture, such as within *Excise Notice 75: Fuels for use in vehicles*.

15 October 2021 | ADA receives interim guidance on changes to rebated fuels entitlement from 1 April 2022 from HMRC.

11 November 2021 | Interim guidance on changes to rebated fuels entitlement from 1 April 2022 published on gov.uk website (<https://www.gov.uk/government/publications/changes-to-rebated-fuels-entitlement-from-1-april-2022>).

30 November 2021 | HM Treasury responded to ADA's letter thanking ADA for the data provided. It did not address the questions and policy requests made in ADA's letter. HM Treasury directed ADA to discuss the implications that we set out with Defra colleagues. It should be noted that ADA was originally encouraged to discuss the matter directly with HM Treasury by Defra officials.

17 December 2021 | HM Treasury writes again to ADA clarifying that *'IDBs using their direct workforce and contractors will be able to use red diesel in their vehicles/machinery to complete water level and flood risk*



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management work on land used for agriculture (working under the expectation that such activity on this land will at least in part be for the benefit of agricultural activity).'

7 January 2022 | ADA writes to IDBs regarding the clarification provided by HM Treasury, and outlining next steps ADA proposes to take.



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

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



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](#) on the Humber 2100+ strategy <https://arcg.is/u1rPi>



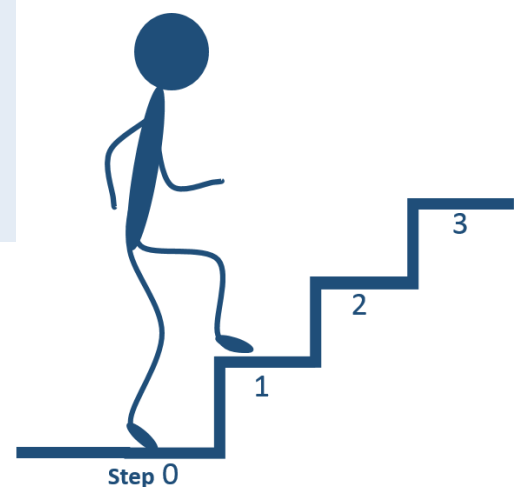
Strategy Update

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 Pullein (Sarah.Pullein@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>



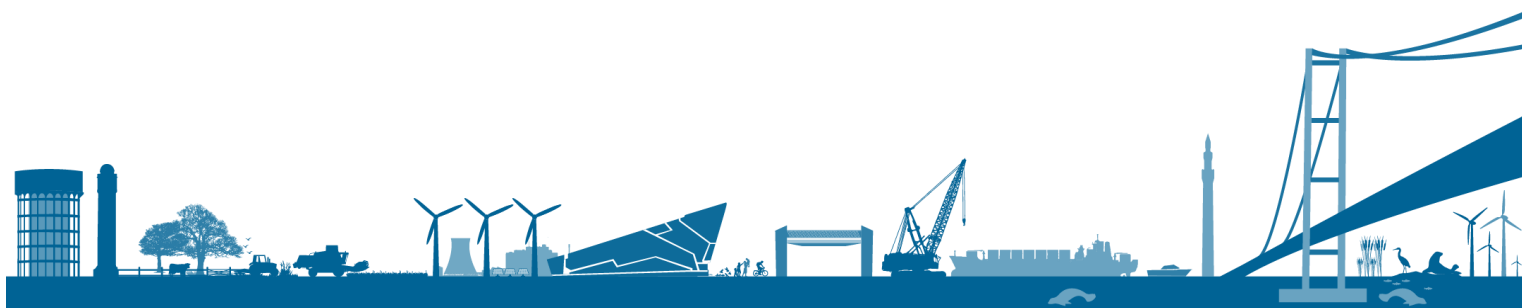
@Humber_Strategy



HStrategy@environment-agency.gov.uk



@HumberStrategy



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floodline
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0845 988 1188

www.gov.uk/environment-agency

11. APPENDIX C – Minutes and 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 D – Risk Register

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

Scunthorpe & Gainsborough WMB - Risk Register Jan 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 The board has an extensive list of policies	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Next Review 30/06/22	
		Asset Failure- Pump, Watercourses, Culverts & Syphons Suitable Contractors (Qualified Engineers)- lack of staffing & required expertise	Adopted an Asset Management strategic approach, detailed Asset conditioning reporting	High	Likely	6	TRANSFER- RISK TOO HIGH, TRANSFER ELSEWHERE IF POSSIBLE (EG. INSURANCE)	Board to consider Catchment modeling	Eng 2022
			Contingency Planning-District					Maintain/review Pump Station Register linked with contingency planning	Ongoing
			Vastly experienced Pump Attendant Up to date Telemetry system Regular Syphon & Culvert Inspections Good working relationship with Perry's Pumps					Maintain/Update Supplier/Contractor list- Appropriate governance checks.	Next Review 30/06/22
	Human Resource Risk- Contractors National/International Emergencies Supplier Dependency	Contractors go through tender process if necessary Timely Contractual performance review- Time & Quality Succession Planning/Business Continuity Reviews Disaster Recovery Plans	High	Unlikely	3	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	
		Risk of prosecution for not adhering to Environmental Legislation	Board directly employs a suitably qualified Env. Officer Extensive Environmental Surveys carried out Species reporting on all new watercourses	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Refresher presentation to be given to Operatives & Contractors before start of summer works season. Continue to communicate Environmental best working practices	Env Officer- Ongoing
	The board does not deliver on the duty to protect and where practicable enhance the environment		The board has a Biodiversity Action Plan Produce Environmental Annual Report and Action Plan for the year ahead.	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/22
			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 Training made available (Badgers License etc) Develop plans to mitigate the risk of destroying habitat	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Refresher presentation to be given to Operative & Contractors before start of summer works season. Continue to communicate Environmental best working practices
	I N N O V A T I O N	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
			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
			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 Catchment Management provides clear direction Regular Appraisal reviews/Ongoing Training provided	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/22
Aging Workforce- Health & Safety Risks, Loss of experience & expertise			Lone Worker monitoring- Regular Contact Catchment Studies currently undertaken Day to day activities- Process Mapped	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	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
		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 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	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Member Interaction/Presentations	SGAT 2022
Board Structure- Limited diversity of members background			Elected/Nominated split dependant on Annual Values Nominated members typically have knowledge of WLM Elected members must be nominated by Landowners in the district	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/22
			STP/MTP/LTP						
Short Termism- Reduction of cost philosophy	Long Term Forecasting, 20 years Budget plans, Long Term Capital plan		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	
	Unsuitable members appointed to the Board		Elected members must be nominated by Landowners in the district Members register of interest	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE		Next Review 30/06/22

OBJECTIVE	RISK	Current Controls/Assurances	Risk			Status	Mitigation/Action Plan	Owner/Target Date									
			Impact	Likelihood	Score												
STAKEHOLDER VALUE	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.															
	Objective 5: To be a self sufficient IDB that provides value to 'our' stakeholders at all times	Increased Expenditure, exemption for Red Diesel removed. Fuel costs increase therefore Contractor costs could increase significantly	Reserve Policy in Place for this scenario 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. Current position with 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 SGWMB do Tap into to Social Media to do this	SGAT- Ongoing									
		Website promoting board Activities															
	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.	SFO- 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	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										
	Open & Honest- 100% Transparent- Minutes on website																
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. Adhere to Board Approved Financial Regulations Experienced and suitably qualified finance officers	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								
										Loss of Cash through error or fraud	Bank Mandate in place, always two signatories needed	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	1. Create & Implement process with regard to new suppliers & also existing suppliers who request to change bank details 2. Review current SGAT processes & procedures and update where appropriate	Finance Team- May 2022 & Ongoing
											All Purchase Ledger Transactions are reviewed by the board						
										Loss of Control through inadequate processes.	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 signatories 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 position 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 & experienced staff attempt to advise the board	Med	Unlikely	2	ACCEPT- RISK LEVEL ACCEPTABLE	Monitor any changes to current EU & UK legislation	Next Review 30/06/22								
			Ultimately, all decisions should be discussed and made as a collective														
		Non-compliance with legislation, regulations good practice resulting in prosecution, fines /penalties / sanctions and loss of confidence in the Board(s).	Adequate Insurance underaken	High	Unlikely	3	REDUCE- ACTION REQUIRED TO REDUCE RISK	Monitor any changes to current EU & UK legislation	Next Review 30/06/22								
Access specialist advice as required, eg Finance, Legal, H&S, Insurance, etc. Peer Group support, e.g. ADA's Policy & Finance and Technical Committees Inter-agency working amongst FRM authorities																	





13. APPENDIX E – Lincolnshire Riparian Project

The minutes of the three meetings of the main group can be found over the following pages.

MINUTES

Name of Meeting	Lincolnshire Riparian Project – Meeting 10	
Location / Platform	Via Microsoft Teams	
Date and Time	07 th September 2021 – 10:00 – 12:00	
Apologies	Gemma Ward (GW), Richard Fenwick (RF), Steve Ross (SR), Pete Rogers (PR), Paul Jones (PJ) & James Grant (JG)	
Attendees		
Bohdan Dawyd (BD) – North Kesteven District Council	Matthew Harrison (MH) – Lincolnshire County Council	Tia Blyth (TB) – Lincolnshire County Council
Daniel Harrison (DH) – North East Lincolnshire Council	Ryan Davies (RD) – Lincolnshire County Council	
John Ray (JR) – Environment Agency	Stephen Dearden – Lindsey Marsh Drainage Board	

1	Welcome and Protocol
	(1) The Chairman welcomed everyone to the meeting and explained the meetings protocol.
2	Minutes of the Meeting Held on the 10th August 2021
	(1) The Minutes of the Meeting held on the 10 th August 2021 were agreed as an accurate set of minutes.
3	Short List of Options
	<p>(1) RD provided an overview of the options developed by each working group, and thanked everyone for their participation to date. Following on from this the group discussed how these options could best be presented to the Joint Lincolnshire Flood Risk And Water Management Partnership Management Group on Wednesday 22nd September 2021. It was agreed that:</p> <ul style="list-style-type: none"> • The identified options should now be referred to as measures; • The desirability and ease of deliverability of each measure should be emphasised. • Task 1 – RD would produce and circulate a draft briefing paper for endorsement. • Task 2 – The group would begin considering how these measures could be implemented and by whom. • The short list of measures would be finalised by late October 2021.
4	Update on EA National Review
	<p>(1) Since the last meeting of the group the following update has been provided by the Environment Agency.</p> <p style="text-align: center;"><i>"Thank you for your patience with this project! We have now appointed Agent</i></p>

	<p><i>Marketing to support us with the creation of both the river and coastal resources. We are aiming to have some initial concept ideas and draft content for you to look at and review in a months' time (hopefully week beginning 18 October)".</i></p> <p><i>"Our timeline is quite ambitious, so to enable as many of you to contribute as possible we are considering holding a number of shorter, smaller, informal sessions over a week rather than a one off workshop. There will be a chance for you to access the draft ideas via Conceptboard beforehand to leave feedback and comments, as well as the opportunity to talk these through and ask questions at these drop in sessions. Please let me know if you would like a different approach. There will then be another opportunity to review the draft products themselves towards mid-November".</i></p>
5	Parish / Town Council Questionnaire Update
	<p>(1) RD provided an update on the Parish / Town Council questionnaire. It was noted that:</p> <ul style="list-style-type: none"> • The questionnaire has been circulated to 137 Parish / Town Councils; • 45 Parish / Town Councils agreed to participate within the research (32.85% response rate). Furthermore, 6 political members requested to participate on an individual level. • Subject to the number of responses a 5 working day extension would be provided. • 35 Completed responses were received (77.78% response rate), with 5 Parish / Town Councils withdrawing participation.
6	Collaboration with Cambridgeshire County Council
	<p>(1) RD informed the group that he has had a meeting with Cambridgeshire County Council to see how lessons identified by the project could be shared.</p>
7	Review of Action Plan and Next Steps
	<p>(1) Please refer to item 3.</p>
8	Any other Business
	<p>(1) NA</p>
9	Date & Time of Next Meetings
	<p>(1) The dates and times of upcoming meetings are as follows:</p> <ul style="list-style-type: none"> • 05/10/2021 – 10:00 – 12:00; • 09/11/2021 – 10:00 – 12:00; • 07/12/2021 – 10:00 – 12:00.

The meeting was closed at 11.30

MINUTES

Name of Meeting	Lincolnshire Riparian Project – Meeting 11	
Location / Platform	Via Microsoft Teams	
Date and Time	5 th October 2021 – 10:00 – 12:00	
Apologies	Gemma Ward (GW), Richard Fenwick (RF), Steve Ross (SR), Sam Cross (SC), Darren Cowling (DC), Matthew Harrison (MH)	
Attendees		
Bohdan Dawyd (BD) – North Kesteven District Council	Mark Drust (MD) – North Lincolnshire Council	Kara Hall (KH) – Lincolnshire County Council
Pete Rogers (PR) – South Kesteven District Council	Ryan Davies (RD) – Lincolnshire County Council	Dale Brain (DB) – North Kesteven District Council
Emily Baxendale (EB) – Environment Agency	Paul Jones (PJ) – Shire Group of Internal Drainage Boards	Alan Drury (AD) – North Lincolnshire Council

1	Welcome and Protocol
	(1) The Chairman welcomed everyone to the meeting and explained the meetings protocol.
2	Minutes of the Meeting Held on the 7th September 2021
	(1) The Minutes of the Meeting held on the 7 th September 2021 were agreed as an accurate set of minutes.
3	Short List of Options
	<ul style="list-style-type: none"> • Flood & Water Management Scrutiny Committee Feedback <p>The project was presented on 20th September 2021 and was met with a lot of support, no oppositions were raised. Main comments included the need for County wide engagement activities to be undertaken and various media sources to be used to raise awareness.</p> <ul style="list-style-type: none"> • Management Group Feedback <p>The project was presented along with a proposed list of measures to which there was a lot of support.</p> <ul style="list-style-type: none"> • Parish / Town Council Questionnaire Analysis <p>The deadline for responses has now passed and a summary document has been circulated. The response rate was very good however some suggestions received go outside the scope of the project. Meetings have been arranged for the working groups to go through the responses to the questionnaire and to discuss any additional measures that may need to be added.</p>

	<ul style="list-style-type: none"> • Implementation Plan & Deadlines <p>A refined and finalised shortlist of measures will be presented for final endorsement and political sign off. The deadline for the shortlist is mid-late October 2021. The chosen options are to be implemented by March 2023.</p> <p>RD thanked everyone for their efforts and support throughout the project.</p>
4	Update on EA National Review
	<p>(1) RD and PJ to attend a meeting on 18th October to go through the draft engagement resource. A collective response will be provided and any updates will be circulated once received.</p>
5	Review of Action Plan and Next Steps
	<p>(1) No need to review the action plan.</p> <p>(2) Next steps are to produce a finalised list of options for political approval and to then implement these measures.</p> <p>(3) An update is to be provided to the Parish/Town Councils who took part in the questionnaire including a summary of the results and an explanation of the measures to be implemented in response to their comments.</p>
6	Any Other Business
	<p>(1) A discussion took place regarding the enforcement guide. PJ requested an enforcement process to be set out which can be followed.</p> <p>Task 1 - RD to find out who is now leading on the enforcement guide.</p>
7	Date & Time of Next Meetings
	<p>(1) The dates and times of upcoming meetings are as follows:</p> <ul style="list-style-type: none"> • 09/11/2021 – 10:00 – 12:00; • 07/12/2021 – 10:00 – 12:00.

The meeting was closed at 10:33

MINUTES

Name of Meeting	Lincolnshire Riparian Project – Meeting 12	
Location / Platform	Via Microsoft Teams	
Date and Time	9 th November 2021 – 10:00 – 12:00	
Apologies	Richard Fenwick (RF), Mark Drust (MD), Alan Drury (AD)	
Attendees		
Bohdan Dawyd (BD) – North Kesteven District Council	Stephen Dearden (SD) - IMDB	Kara Hall (KH) – Lincolnshire County Council
Pete Rogers (PR) – South Kesteven District Council	Ryan Davies (RD) – Lincolnshire County Council	Dale Brain (DB) – North Kesteven District Council
Emily Baxendale (EB) – Environment Agency	Paul Jones (PJ) – Shire Group of Internal Drainage Boards	Daniel Harrison (DH) – North East Lincolnshire Council

1	Welcome and Protocol
	(1) The Chairman welcomed everyone to the meeting and explained the meetings protocol.
2	Minutes of the Meeting Held on the 5th October 2021
	(1) The Minutes of the Meeting held on the 5 th of October 2021 were agreed as an accurate set of minutes.
3	Suggested Measures
	<p>Working Groups & Implementation</p> <p>(1) A shortlist of measures has been developed and presented to the management and strategy group which has been met with support. These measures now need to be developed in more detail. It has been agreed that 3 working groups will be set up to develop certain higher priority measures, these are:</p> <ul style="list-style-type: none"> • WG1 - Suggested Measure 9 – Countywide Engagement / Awareness Activities & Suggested Measure 12 – National Community of Best Practice • WG2 - Suggested Measure 13 – Enforcement • WG3 - Suggested Measure 4 – Partnership Working, Suggested Measure 20 – Local Flood & Drainage Groups, Suggested Measure 21 – Inspections & Suggested Measure 25 – Countywide First Point of Contact Principle (sub-measures 1 & 3) <p>(2) Each group will have a different lead officer and further groups may be established in the future if required.</p> <p>Task 1 – RD to email group and to request volunteers to participate in the working groups which are to be established as soon as possible.</p>

4	<p>Update on EA National Review</p>
	<p>(1) RD and EB provided the following update with regards to the River & Coastal Roles & Responsibilities Resources Project:</p> <ul style="list-style-type: none"> • In February 2018 the guidance for riparian landowner rights and responsibilities was updated and made available via gov.uk in a digital format, superseding the previous 'Living on the Edge' printable guidance. To help our local conversations with landowners and those living alongside rivers and the coast, it was highlighted that we also need locally relevant engagement tools and resources, which augment this national information • A T&F Group is now leading delivery of this resource. It will contain nationally approved and consistent content which summarises roles and responsibilities, which will then be augmented with bespoke local information such as by-laws or local contact details. The resources would be in the form of a pdf template which teams can email to and occasionally print for face-to-face contact with the public and landowners. • Stakeholder sessions have been held with RMAs across England to develop the design and content, as well as internal teams and other partners • A designer has been secured and the project team are working with them to develop the resource and topic list. There have been some minor delays to this, but we are aiming for this to be completed by end of December 2021 • To ensure the resource is fit-for-purpose, we are seeking feedback from stakeholders at key stages. We have now developed (draft) visuals and topics, and would welcome feedback from the Lincs Riparian Project members at this stage. To do so, please access the Conceptboard and enter as 'guest' to look at what we have and leave us your views. <p>The Project Team are working on the written content (based on the topics) alongside this, and will share this for further comment as and when available</p> <p>Task 2 – EB to find out if this will be 1 document or 2. Task 3 – RD to circulate email and text to the group for them to review and provide comments on.</p>
5	<p>Parish/Town Council Questionnaire</p>
	<p>(1) RD is currently working on an engagement paper to send to all Town/Parish Councils who played an active role in the questionnaire.</p> <p>(2) The engagement paper has had positive feedback so far and is waiting on approval before this can be sent out.</p>
6	<p>Next Steps</p>
	<p>(1) The next steps of the project are as follows:</p>

	<ul style="list-style-type: none"> • RD to send an email regarding the working groups to look at the development of measures. Once completed the Management and Strategy Group is to be briefed and consulted with the aim being to gain support for the suggested measures. • To develop briefing papers for endorsement which can be circulated and used as a template for all organisations • Develop an action plan by the end of January 2022 and obtain political approval. • Finalise and circulate the engagement paper to the Parish/Town Councils.
7	Any Other Business
	N/A
8	Date & Time of Next Meetings
	<p>(1) The dates and times of upcoming meetings are as follows:</p> <ul style="list-style-type: none"> • 07/12/2021 – 10:00 – 12:00. <p>Task 4 – RD to book in meetings for 2022. Initially monthly meetings of 1 hour alongside smaller groups as and when required.</p>

The meeting was closed at 10:49



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Group of IDBs

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