Internal drainage boards in England

Annual Report for the year ended

31 March 2024

Department for Environment Food & Rural Affairs

The Law – the following annual report is provided in accordance with Paragraph 4 of Schedule 2 to the Land Drainage Act 1991.

No later than 28 February 2025 a copy must be provided to:

- Flood and Coastal Erosion Risk Management Division, Department for Environment, Food and Rural Affairs via flood.reports@defra.gov.uk
- Asset Management and Engineering, Environment Agency via idbfund@environment-agency.gov.uk
- The Chief Executives of:
  - all local authorities that pay special levies to the Board;
  - all County Councils or London Boroughs within which the Board is situated.

Please complete the form electronically, and please answer **ALL QUESTIONS**.

Please round all cash figures down to nearest whole £.

SOW & PENK	Internal Drainage Board

Section A – Financial information

Preliminary information on special levies issued by the Board for 2024-25

Special levies information for financial year 2024-25	
Name of local authority	**£**
1. STAFFORD BROUGH COUNCIL	123,051
2. SOUTH STAFFORDSHIRE DISTRICT COUNCIL	4,368
3.	
4.	
5.	
6.	
7.	
8.	
Total	127,419

Section A – Financial information (continued)

Income and Expenditure Account for the year ending 31 March 2024

All internal drainage boards must ensure that the Income and Expenditure information provided below is consistent with the Board's annual accounting statements which have been prepared in accordance with proper practices found in *Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to proper practices to be applied in the preparation of statutory annual accounts and governance statements March 2023*[1]

	Notes	Year ending 31 March 2024 £
INCOME		
A. Drainage Rates		AA 11,905
B. Special Levies		AA 117,944
C. Higher Land Water Contributions from the Environment Agency		AA 0
D. Contributions received from developers/other beneficiaries		AA 7,119
E. Government Grants (includes capital grants from EA and levy contributions)		AA 0
F. PSCAs overall total Breakdown: from EA from other RMAs		AA 0 AA AA
G. Loans		AA 0
H. Rechargeable Works		AA 0
I. Interest and Investment Income		AA 2,476
J. Rents and Acknowledgements		AA 0
K. Other Income- Consent Income (please specify, adding rows as necessary)		AA 100
		AA
		AA
Total income		AA 139,544
EXPENDITURE		
L. New Works and Improvement Works		BB 0
M. Total precept to the Environment Agency		BB 8,635
N. Watercourse maintenance		BB 100,267
O. Pumping Stations, Sluices and Water level control structures		BB 0
P. Administration		BB 26,536
Q. PSCAs		BB 0

[1] https://saaa.co.uk/wp-content/uploads/2023/06/PractitionersGuide_2023.pdf

R. Rechargeable Works		BB 0
S. Finance Charges		BB 0
T. Biodiversity enhancement and conservation – overall total Breakdown: General, across the whole region SSSI specific, where relevant		BB 1,500 BB 1,500 BB
U. Other Expenditure (please specify, adding rows as necessary)		BB 0
Electricity costs – overall total Breakdown (if possible): Standing charge (per annum) Unit charge (per annum)		BB 0 BB 0 BB 0
Fuel (petrol and diesel costs) – overall total Breakdown: Pumping stations Fleet and plant machinery		BB 0 BB 0 BB 0
Other Expenditure- County Show		BB 2,373
		BB
Total expenditure		**BB** 139,311
EXCEPTIONAL ITEMS		
V. Profits/(losses) arising from the disposal of fixed assets		**CC** 0
Net Operating Surplus/(Deficit) for the year		**AA-BB+CC** 233
W. Developers Funds income not applied in year		0
X. Grant income not applied in year		**0**

Value of drainage rates outstanding at year end?

5 %
£ 646

Value of special levies outstanding at year end?

0%
£ 0

Notes:

K. Include all other Income, such as absorption account surpluses (for example plant and labour absorption accounts). Please include sub-total of all other income in the first row and then a breakdown in separate rows below.

L. State the gross cost of undertaking minor capital works that have not been capitalised and the annual depreciation charges of all major schemes that have been capitalised. You should also include a fair proportion of the support costs directly associated with delivery of the schemes.

M. State the total precept demanded for the year as properly issued by the Environment Agency, in accordance with section 141 of the Water Resources Act 1991. Providing that the precept has been properly issued as before stated it should always be included here, even when the Board has appealed against the amount of contribution, in accordance with section 140 of the Water Resources Act 1991. Where the Board knows with certainty the outcome of any such appeal, it should also include the appropriate accrual/prepayment.

N. State all costs associated with the maintenance of watercourses, meaning work associated with open channels, pipelines, culverts, bridges, etc. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with delivery of the maintenance programme. Please do not include electricity or fuel costs as these are captured separately.

O. State all costs associated with maintaining and operating the pumping stations, sluices and water level control structures. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with maintaining and operating the pumping stations, sluices and water level control structures. Please do not include electricity or fuel costs as these are captured separately.

P. Include the cost of non-technical staff only, office accommodation, annual depreciation of office equipment that has been capitalised, minor office equipment that has not been capitalised, postages, telecoms', stationery, printing, advertising, auditing of accounts, general insurances and all other costs associated with supporting the organisation. Please note that this does not include support costs, which are directly associated with the delivery of front line services. Please do not include electricity or fuel costs as these are captured separately.

Q. State all costs associated with the PSCA.

R. State all costs associated with undertaking work for third parties. Plant, vehicle and labour charges should include a fair proportion of the overheads such as depot/workshop costs, employment on-costs, insurances and depreciation, etc. You should also include a fair proportion of the support costs directly associated with undertaking the rechargeable work.

S. Include the cost of servicing any borrowing, in terms of bank/loan/hire purchase Interest payable.

T. State all costs associated with undertaking works – capital or maintenance – that are likely intended to help enhance and/or conserve biodiversity. These costs are likely to be incurred in implementing actions set out in an IDB's Biodiversity Action Plan or other conservation actions. If possible, you should identify the overall costs and break them down into two groups: general across the whole IDB area, and SSSI specific areas (in implementing actions set out in SSSI Water Level Management Plans or SSSI River Restoration Plans). Please do not include electricity or fuel costs as these are captured separately.

U. Include all other expenditure, such as a provision for bad/doubtful debts, write-offs, and absorption account deficits (for example plant and labour absorption accounts). Please include sub-total of all other expenditure in the first row and then a breakdown in separate rows below.

V. For the disposal of assets, state the difference between any proceeds from the sale/disposal of the asset and the cost of the asset less accumulated depreciation.

W. Total balance of developer fund year end.

X. Unspent grant at year end.

Section B – IDB Reporting

Please answer **ALL QUESTIONS**. We will assume a negative response for any that are not answered.

Policy Delivery Statement

Boards are required to produce a publicly available policy statement setting out their plans for delivering the Government's policy aims and objectives. It is recommended that these statements be published on Boards' websites where they have them and reviewed every three years.

1. Is an up to date statement in place and copy (or weblink) provided to Defra, and EA?..... Yes ☒ No ☐

2. What year was your statement last updated?…… 2023

Biodiversity

3. Please indicate whether your Board has a Biodiversity Action Plan ..... ……..Yes ☒ No ☐

4. If "yes" is the Biodiversity Action Plan available on your website? ……Yes ☒ No ☐

5. What year was your Biodiversity Action Plan last updated?……. 2020

6. Have you reported progress on BAP implementation on your website?.....Yes ☒ No ☐

7. When was biodiversity last discussed at a Board meeting (date)?…… 02/2025

8. Do you have a biosecurity process?.....Yes ☒ No ☐

SSSI water level management plans

9. Are you responsible for any SSSI water level management plans?……Yes ☐ No ☒

If so, please complete the following table:

Name	Partners	Date of last review	Date of last update

10. Do you contribute towards any SSSI water level management plans?……Yes ☒ No ☐

If so, please complete the following table:

Name	Partners	Date of last review	Date of last update
Doxey & Tillington Marshes	Staffordshire Wildlife Trust	02/2025	02/2025

11. Area of SSSI with IDB responsible for water level management plan/s……	0 hectares
12. Area of SSSI with IDB contribution towards water level management plan/s……	124 hectares
13. Area of SSSI where IDB water level management activities are contributing to recovering or favourable condition?.....	0 hectares
14. Area of SSSI where IDB water level management actions are needed to achieve recovering or favourable condition?.....	0 hectares

Access to environmental expertise

Does your IDB have access to environmental expertise? If so please tick all those options below through which environmental expertise is regularly provided to your IDB:

15. Appropriately skilled Board Members (e.g. Board member from an Environmental Body/Authority) ☐

16. Co-opted members ☐

17. Directly employed staff ☐

18. Contracted persons or consultants ☒

19. Environmental Partners/NGOs ☐

20. Other ☐

If so, please list:

Public sector cooperation agreements (PSCAs)

21. How many active PSCAs are you working on?	0

22. Which risk management authorities are you working with on a PSCA?

Environment Agency	
Lead local flood authority	
Local authority (not a lead local flood authority)	
Internal drainage board	
Water company	
Other	

If other, please list:

23. Please indicate the type of work being undertaken.

Routine maintenance	
Asset operation and monitoring	
Asset repairs	
Support during flood incident	
Support during flood recovery	
Other	

If other, please list:

Asset Management

What system/database does your Board use to manage the assets it is responsible for?

24. ADIS ☐

25. Paper Records ☒

26. Other Electronic System ☒

If so, please list:

GisMapp

27. Has your Board continued to undertake visual inspections and update asset databases on an annual basis?.....Yes ☒ No ☐

28. What is the cumulative total of identified watercourse that the Board periodically maintains?

40 kilometres

29. How many pumping stations does the Board operate?

0 pumping stations

30. How many pumps does the Board operate?

electric	
diesel	
renewable energy pumps (e.g. directly powered by wind, solar, hydro, etc)	
temporary / mobile pumps	
other type of pumps	

31. If other, please list:

32. What is the cumulative design capacity of the Board's pumping station(s) (enter zero if no stations are operated)?

0 cm3/sec

Health and Safety

33. Does the Board have a current Health and Safety policy in place? Yes ☒ No ☐

34. Does the Board have a Board Member focused on ensuring that Health and Safety is considered when board decisions are made? Yes ☐ No ☒

35. Does the Board have a responsible officer for Health and Safety? Yes ☒ No ☐

36. Have there been any reportable incidents in the past year? Yes ☐ No ☒

If so, please summarise in the box below:

Guidance and Best Practice

37. Has your IDB adopted a formal Scheme of Delegation? Yes ☒ No ☐

Has your IDB provided, or accessed via a third party, training for board members in the last year in any of the following areas?

38. Governance ☐

39. Finance ☐

40. Environment ☒

41. Health, safety and welfare ☐

42. Communications and engagement ☐

43. Other ☐

If so, please specify:

44. Is your Board's website information current for this financial year? (Board membership, audited accounts, programmes of works, WLMPS, etc)..... Yes ☒ No ☐

45. Has your IDB adopted computerised accounting and rating systems? ..... Yes ☒ No ☐

46. Has your board published all minutes of meetings on the website?.....Yes ☒ No ☐

47. Does the Board publish information on its website on its approach to maintenance works and provide contact details to allow for and encourage public engagement?.....Yes ☒ No ☐

48. When planning maintenance and capital works are environmental impacts taken into account and wherever possible best practice applied?.....Yes ☒ No ☐

Has your Board adopted the following governance documents:

49. Standing Orders ..... Yes ☒ No ☐

50. Have the Standing Orders been approved by Ministers ..... Yes ☒ No ☐

51. Byelaws ..... Yes ☒ No ☐

If you have Byelaws, have:

52. you adopted the 2021 model byelaws…….....Yes ☐ No ☐

53. Or have you adopted the 2012 model byelaws…….....Yes ☐ No ☐

54. the byelaws been approved by Ministers……..……..……..……Yes ☒ No ☐

55. Code of Conduct for Board Members..... Yes ☒ No ☐

56. Financial Regulations……..Yes ☒ No ☐

57. Register of Member's Interests……..Yes ☒ No ☐

58. Anti-fraud and corruption policy……Yes ☒ No ☐

Board membership and attendance

59. How many Board members (in total – elected and appointed) do you have on your IDB?	13
60. Seats available to appointed members under the Land Drainage Act 1991.	7
61. Number of elected members on the board at year end.	6
62. Number of appointed members on the board at year end.	7

63. Mean average number of elected members in attendance at each board meeting over the last financial year.	5
64. Mean average number of appointed members in attendance at each board meeting over the last financial year.	4

65. Have you held elections (with or without a vote) within the last three years?.....Yes ☒ No ☐

66. If you have held elections, did they comply with the requirements specified by the Secretary of State under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938?.....Yes ☒ No ☐

Complaints procedure

67. Is the procedure for a member of the public to make a complaint about the IDB accessible from the front page of its website?.....Yes ☒ No ☐

68. Number of complaints received in the financial year?	0
69. Number of complaints outstanding in the financial year?	0
70. Number of complaints referred to the Local Government & Social Care Ombudsman?	0
71. Number of complaints upheld by the Local Government & Social Care Ombudsman?	0

Public Engagement

Set out what your Board has done in this financial year to engage with the public (tick relevant box(es) below):

Published:

72. your completed IDB1 Form ☒

73. press release/s ☒

74. newsletter/s ☒

75. notice/s ☒

76. public consultation ☒

77. updated your IDB website ☒

Media engagement with:

78. national and/or local media e.g. TV, radio, etc ☐

79. national and/or local media e.g. newspaper, magazine, etc ☐

80. trade media ☐

81. social media ☐

Public meetings:

82. Held public meeting/s ☒

83. Attended meetings e.g. Parish Council, local interest group, local flood group, etc ☒

Public events:

84. attended show/event/s e.g. county shows, fairs, etc ☒

85. attended trade event e.g. Flood and Coast, Flood and Water Live, etc ☐

86. hosted IDB open day ☐

Section B: NOTES

Guidance and Best Practice

Has your Board published **all** minutes of meetings on the website? In answering this question, this should apply to all the main Board meetings held in the year and any appropriate meetings the Board has held with external stakeholders.

Board membership and attendance

When referring to **elected members** of the Board, this relates to the number of landowners/drainage rate payers that are elected to the Board.

When referring to **appointed members** of the Board, this relates to the number of members appointed by the local authorities to represent the local council taxpayers.

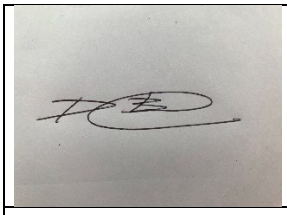
When referring to mean average number of elected and appointed members in attendance at meetings at each board meeting – **this should be expressed as a number of attendees** and not as a percentage attendance.

With regard to elections, under Schedule 1 of the Land Drainage Act 1991, elected members should hold office for three years, at which point a further election is held. When elections are held, they should comply with the requirements under Regulation 28 of the Land Drainage (Election of Drainage Boards) Regulations 1938 – to advertise and notify local stakeholders accordingly.

Section C – Declaration

SOW & PENK IDB	Internal Drainage Board

I confirm that the information provided in sections A-C or with this form is correct.

Signature	
Date	25/02/2025
Name in BLOCK LETTERS	DAVID BLAKE
Designation	SENIOR FINANCIAL OFFICER
Email address	DAVID.BLAKE@SHIREGROUP-IDBS.GOV.UK