

## ALCONBURY AND ELLINGTON INTERNAL DRAINAGE BOARD

### Board Meeting

Minutes of the meeting held on 15<sup>th</sup> May 2018, 10am at Brookfield Farm, Great Stukeley.

**PRESENT:** H Raby (Chairman); J Sewell (Vice Chairman); M G Baker and E A Ruston.

**IN ATTENDANCE:** F Bowler (Chief Executive/Clerk); J Oldfield (Director of Operations) and R Easom (Committee Clerk)

**1 APOLOGIES** for absence were received from Mr Warrener.

**2 DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

**3 MINUTES OF THE MEETING HELD ON 30 January 2018**

**The Minutes of the meeting held on 30 January 2018 were accepted as a true and accurate record for the Chairman to sign with the following amendment:**

Under Agenda item 5 - Works Progress - A14 Road Improvement 'Mrs Ruston said that, since some alterations have been made to the channels, **land adjacent to Olivia Cottage, Park Road, Brampton had flooded, but not the cottage, as minuted.**

**4 MATTERS ARISING FROM THE MINUTES**

#### **A14 Road Improvement**

Mrs Ruston asked if there had been any progress with the A14 GIS mapping layer. The Clerk said she was still awaiting the mapping layer from Highways England. She expected to receive it in June 2018.

Flooding of land adjacent to Olivia Cottage, Park Road, Brampton – Mrs Ruston pointed out that the cottage had not flooded but water had been within 5 metres of the building. The Clerk said she had established that the cause had been a temporary culvert and a build-up of debris. Mrs Ruston said the same had happened again at Easter 2018 and she would see what happened in the forthcoming winter. The Director of Operations said there had been 70mm of rainfall over Easter.

Mrs Ruston said there was also some concern about the depth of borrow pits which were being excavated. She hoped that Highways England would be raising the levels of the pits when the work was completed, as they had stated they would.

#### **Easton**

Mr Baker said there was no evidence of any reinstatement being carried out following the maintenance works in Easton in 2017/18. However, vegetation has now grown through and it

looks much better. He asked that when dredging is next carried out that there could also be some reinstatement to avoid complaints from residents.

### **Byelaws**

The Clerk said the Board's Byelaws had been going through the publishing and consultation requirements. There had been positive feedback from Natural England with regard to the environmental protections within the byelaws. Within the next few days the Local Authority consultation period would have ended and the byelaws then be returned to Defra for signature.

## **5 WORKS PROGRESS REPORT FOR PERIOD APRIL 2017 TO MARCH 2018 AND WORKS PROGRAMME REPORT FOR 2018/19**

The Director of Operations presented the Works Progress Report together with an A3 plan showing works completed in black. He said that although the contractor had been instructed to carry out reinstatement they had been slow and it was still to be carried out.

### **Members accepted the Works Progress Report 2017/18**

The Director of Operations presented the Works Programme 2018/19 report. He said the tender documents for the Works Programme for 2018/19 were currently being prepared prior to the Board undertaking the normal competitive tender process.

### **Huntingdon Riverside Park**

The short section of watercourse downstream of Riverside Road is approximately 65 metres in length and provides the outfall of Barracks Brook into the Main River Great Ouse. The Board's district ends at Riverside Road. The Board has previously dredged this short section of watercourse in close liaison with Huntingdonshire District Council and the arisings from the watercourse were moved from the amenity area and placed in a wooded area on site. It is proposed that this be repeated, and a budget of £2,500 should be allocated to the maintenance works, including the extra work related to double handling of silt.

### **Members accepted the Works Programme Report for 2018/19 and approved the budget of £2,500 for the proposed maintenance works, detailed above, on the short section of watercourse at Huntingdon Riverside Park.**

Discussion took place regarding Huntingdon Riverside Park works, members commented that the ring road had flooded in the past, as had the small park. Although, during recent heavy rainfall it had not flooded.

## **6 TECHNICAL REPORT FOR THE PERIOD JANUARY TO APRIL 2018**

The Director of Operations presented the Technical Report.

### **Members accepted the Technical Report.**

Discussion took place:

**Environment Agency – Coppingford Lodge**

Members asked whether there had been any response to the Board’s officers’ robust response and rebuttal of the EA’s accusation that the Board’s maintenance had damaged the gravel bed, undermined the Mile Brook road bridge and increased siltation and flood risk. The Director of Operations said he had suggested that the conservation officers from both parties meet to discuss the issue but there has been no further communication.

**Consent schedule**

The Chairman asked about the consents shown in the schedule with a zero fee against them. Officers explained they were more of the consents which relate to the A14 Cambridge to Huntingdon Improvement Scheme Development Consent Order 2016 Agreement between Highways England and the Board. The cost of carrying out the Consenting work by the Bedford Group’s officers is being reimbursed in full by the Highways Agency, rather than just receiving a statutory £50 fee.

**7 INTERNAL AUDIT - TO RECEIVE THE ANNUAL INTERNAL AUDIT REPORT 2017/18**

The Clerk presented the Internal Audit report. The internal auditor had given his opinion as ‘Substantial Assurance’ and there were no improvement recommendations.

The Clerk said this was the last internal audit that Mr Gowing would carry out for the Boards as he was retiring. Mr Gowing had attended the Joint Management Committee meeting on 23 April 2018. He was content with all internal audit procedures and had commented on the General Data Protection Regulation.

The Clerk said TIAA, internal auditors, would be carrying out the 2018/19 internal audit and they have experience with internal drainage boards.

**Members accepted the Annual Internal Audit Report 2017/18.**

**8 TO APPROVE THE REVISED RISK REGISTER**

The Clerk presented the Revised Risk Register which had been reviewed by the JMC at its meeting on 23 April 2018. The changes are shown in red:

Page 1- Objective: To provide and maintain standards of sound, needs based, sustainable flood protection – Risk identified: The risk of a major flooding incident occurring and/or the Board being found responsible for being negligent in its use of its powers. This could lead to a loss of confidence in the Board and the Minister of State taking action to stop the Board functioning. Details of how risk will be managed: IDB Governance, pro-active planning, improving emergency response procedures, post-event review in line with EA/LLFA’s FRM Strategies. **Byelaws updated in 2018.**

Page 2 – Objective: To provide and maintain standards of sound, needs based, sustainable flood protection – Risk identified: Insufficient staff or other resources to deliver the service needs. Details of how risk will be managed: Staff have general awareness of other team members’

essential tasks and can provide cover when required. Other IDBs can provide emergency assistance if required. **Recruitment of additional engineering staff as required.**

Page 3 – Objective: To maintain financial records that are correct and comply with all recommended accounting practice. Risk identified: Adverse audit reports, legal action and loss of confidence in IDB. Details of how risk will be managed: Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors. **Revised Accounting and Governance Guidance for smaller bodies now in place. Changes to regulations means all three Boards will now have the same external auditor which should guarantee a consistent approach to audit requirements.**

Page 3 – Objective: To ensure that all actions taken by the Boards comply with all current UK and EU Legislation. Risk Identified: Non-compliance with legislation or practice. Details of how risk will be managed: Clerk/Director of Operations keep up to date with changes in legislation, seek advice from ADA/Defra/EA/Croner and others as necessary. **New requirements of GDPR to be fully implemented.**

**Members approved the updated Risk Register dated May 2018.**

## **9 FINANCE**

### **(i) FINANCE REPORT AS AT 31 MARCH 2018**

The Clerk presented the Finance Report which included:

- a) Receipts and payments through the Board's individual bank account with Natwest for 2017/18;
- b) Cheque list for 2017/18 and
- c) Investment and Bank accounts balances as at 31<sup>st</sup> March 2018.

**Members approved the Finance Report.**

### **(ii) TO APPROVE THE STATEMENT OF ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2018**

The Clerk presented the Statement of Accounts.

#### **Income and Expenditure Account**

The Clerk said there was, again, a reduction in maintenance costs for the year due to a much lower tender price being submitted by the contractor being used. Consent income was tending to increase due to the large amount of development taking place within the Board's area. There was a net surplus for the year of £21,931.

#### **Balance Sheet**

The Occupiers Rate Fund, ie, reserves, was now £179,862. The Chairman asked whether this was too high and the Clerk said that reserves equivalent to one year's rate and special levy income was the generally accepted level, but that she would explain to the External Auditor why the Boards were higher. This had been the second year of using a lower priced contractor, however, they may not wish to tender for the work again so there needs to be enough reserves to cover

more expensive maintenance works. Also, urban work such as that carried out in Brampton some years ago, may again be necessary and that is expensive.

**Members approved the Statement of Accounts for the year ending 31 March 2018.**

**(iii) TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2017/18**

**Members approved, for the Chairman and Clerk to sign, the Annual Governance Statement for the year ending 31 March 2018, answering questions 1-3 and 5-8 in the affirmative and question 4 as a 'No' due to the Notice for the Exercise of Public Rights for 2016/17 being incorrect. It stated: 'Commencing on 5<sup>th</sup> June 2017 and ending on 14<sup>th</sup> July 2017' and should have stated: 'Commencing on 7<sup>th</sup> June 2017 and ending on 18<sup>th</sup> July 2017'.**

**(iv) TO APPROVE THE ANNUAL RETURN ACCOUNTING STATEMENTS FOR 2017/18**

The Clerk presented the Annual Return Accounting Statements for the year ending 31 March 2018

**Members approved the Annual Return Accounting Statements for year ending 31 March 2018 for the Chairman to sign.**

**10 GENERAL DATA PROTECTION REGULATION**

**(i) GDPR update**

The Clerk said the Government was still to confirm the 25 May 2018 as the date when the GDPR comes into force and it is acceptable to be working towards compliance during the next twelve months. She added that the Board, as a public body, has always had to comply with the Data Protection Act. The Clerk said she had been the Data Protection Officer for the three Boards in the Bedford Group and, for the time being was suggesting that she continued to be the Data Protection Officer under the new GDPR. When the drainage rate demands are sent out for the current financial year there will be a newsletter included and part of the newsletter will contain a notice to ratepayers regarding GDPR.

**(ii) To approve the GDPR Privacy Policy**

*(Post meeting note: this was incorrectly entitled GDPR Data Protection Policy in the Board papers. All wording, apart from the title, was correct and was approved. The Clerk sent an email to members directly after the meeting explaining this).*

**Members approved the GDPR Privacy Policy.**

## **11 To approve the new Board Policy Statement on Water Level and Flood Risk Management**

The Clerk presented the draft of the new Board Policy Statement and tabled were two addendums to the policy: Assets in Drainage District and Ecological Sites in Drainage District. She said the policy statement had been compiled by the Association of Drainage Authorities in consultation with Defra and the main changes were those necessary due to the enactment of the Flood and Water Management Act.

### **Members approved the Alconbury and Ellington Internal Drainage Board Policy Statement on Water Level and Flood Risk Management together with the addendums.**

Discussion took place:

Members asked for clarification on location and wording of Brampton Meadow and Brampton Flood Meadow.

## **12 ANY OTHER BUSINESS**

### **Board Membership**

The Clerk asked for the Board's approval to co-op Mr Andrew Lensen of AgReserves Ltd following Mr Broughton's retirement and, therefore, his resignation from the Board.

### **Members approved the co-option of Mr Andrew Lensen to the Board.**

The Clerk said she would contact to Mr Lensen.

## **13 DATE OF NEXT MEETING – 12 February 2019**

The meeting closed at 10.52am.