

**A MEETING OF THE BUCKINGHAM AND RIVER OUZEL INTERNAL DRAINAGE BOARD WAS
HELD IN THE BOARD ROOM AT VALE HOUSE IN STEWARTBY AND VIRTUALLY
VIA MICROSOFT TEAMS ON TUESDAY, 06 JUNE 2023 AT 2 PM.**

Elected Members

- * P Bowsher
- * J Farrington Smith
- N Hawes
- R Haynes
- * D Hunt
- D Osborn
- Vacant Position
- Vacant Position
- Vacant Position
- Vacant Position
- Vacant Position

Co-opted Member

- * P Hirons

Appointed Members

Buckinghamshire Council

- * H Mordue

Central Bedfordshire Council

- D Bligh
- * N Carnell
- * K Pughe
- * P Spicer
- Vacant Position
- Vacant Position

Milton Keynes City Council

- A Andrew
- S Balazs
- * R Exon
- * V McPake
- L Townsend
- * J Wilson-Marklew
- * Present (44%)

Paul Hirons in the Chair

In attendance:

Phil Camamile (Chief Executive), Rachel Hughes (Senior Planning & Consenting Engineer), Tom Loakes (Administration Assistant), Philip Lovesey (Operations Manager), Alice Smith (Executive Assistant) and Nicole Souter (Principal Accountant).

ID	Buckingham & River Ouzel IDB, Minute	Action
18/23	WELCOME AND INTRODUCTIONS	
18/23/01	The Chairman welcomed Nigel Carnell, Kevin Pughe and Philip Spicer to their first Buckingham & River Ouzel IDB meeting.	
19/23	APOLOGIES FOR ABSENCE	
19/23/01	Apologies for absence were received on behalf of Alison Andrews, David Bligh, Richard Haynes, Daniel Osborn and Lauren Townsend. RESOLVED that this be noted.	
20/23	DECLARATIONS OF INTEREST	
20/23/01	The Chairman, Paul Hirons, declared an interest in Agenda Item 18.9, the proposed adoption of the Chairman's Allowance and Members Expenses Policy, as a potential beneficiary. RESOLVED that this be noted.	
20/23/02	Philip Spicer declared an interest in Agenda Item 6, the Operation Report as Ward Councillor for Eaton Bray. Philip abstained from voting during the approval of the contribution to works. RESOLVED that this be noted.	

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21/23	MINUTES OF THE LAST BOARD MEETING HELD ON 23 JANUARY 2023	
21/23/01	The minutes of the last Board meeting held on 23 January 2023 were confirmed and signed as a true record. Arising therefrom:	
21/23/02	04/23/06 MK Tariff The Chief Executive highlighted the difficulties the Board's Principal Engineer was facing trying to contact Paul Van Geete at Milton Keynes City Council in relation to the MK Tariff agreement and requested the assistance of MKCC appointed members. Jennifer Wilson-Marklew advised members that she wasn't aware of the issue but would request Paul to re-engage as a matter of urgency. RESOLVED that this be noted.	JWM
21/23/03	07/23/07 Environment Agency Precept Justin Farrington Smith requested an update to the action within the minute. The Chief Executive reminded members that a meeting with the Board's officers and the EA's local Ops Delivery team had taken place and they had provided the Board with information, which gave some indication about what work they planned to do in our catchment next year, which would benefit the Board. This information had been circulated to members some time ago. The EA were also keen to increase the work we (and others) did on their behalf, using the Public Sector Co-operation Agreement.	
21/23/04	Members were provided this information on the 01 March 2023 by email and were requested to notify the Chief Executive if they felt a formal appeal of the 2023/24 precept charges was still necessary. Few responses were received and those that had responded felt that the Board should not appeal the precept this year. The Chief Executive advised members that officers would be closely monitoring the works being undertaken by the EA during the forthcoming year to ensure that the EA actually delivered the work they planned to do. RESOLVED that this be noted.	PL
21/23/05	08/23/02 Maintenance Works Programme for 2023/24 Philip Spicer requested that a copy of the Maintenance Programme for 2023/24 be circulated to all new Board Members, along with the presentation provided by the Environment Agency in relation to the Precept Works for 2023/24. RESOLVED that this be noted.	AS
21/23/06	08/23/07 Small Working Group The Chief Executive confirmed that the request to form a small working group to address the concerns highlighted within the Rate Estimates Executive Summary for 2023/24 was yet to be actioned due to the anticipated large number of changes in appointed membership, following the Local Council elections in May 2023.	
21/23/07	The following members volunteered to sit on the working group to address the rate concerns: Justin Farrington Smith, Philip Spicer, Phil Bowsher and Paul Hirons. RESOLVED that this be noted.	AS/PC
21/23/08	Annual Values as at 31 December 2022 (09/23/01) Justin Farrington Smith questioned if officers had received any push back from Ratepayers in relation to the Board's Drainage Rate increasing with	

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	<p>effect from 1 April 2023. The Chief Executive confirmed that the Board had not received any appeal/complaint following the issuing of Drainage Rate Demands for 2023/24. The Principal Accountant confirmed that all Local Authorities, with the exception of West Northamptonshire Council, had paid their first Special Levy instalment. RESOLVED that this be noted.</p>	
	<p>22/23 ENGINEERING REPORT</p>	
22/23/01	<p>The Engineering Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
22/23/02	<p>Land Drainage Consent Fees</p>	
	<p>Justin Farrington Smith questioned if the Board could look to increase the fee charged in relation to issuing Land Drainage Consents. The Chief executive advised members that the £50 consent fee was specified in the Land Drainage Act 1991 and could not be increased. However, the Board could look to increase income by collecting more Surface Water Development Contributions. At present, the Board did not collect much of this type of contribution and relied instead on Commuted Sums taken from developers through legal agreements.</p>	
22/23/03	<p>The Chief Executive highlighted the additional responsibilities the Board take on using the current approach and confirmed that one of the Board's objectives for the forthcoming year was to devise an alternative approach to ensure that the drainage infrastructure which serve new developments was appropriately maintained in perpetuity, without attempting to enter into complex/costly legal agreements and seeking up-front (and largely inadequate) commuted sums from developers.</p>	PC/TS
22/23/04	<p>Members welcomed the prospect of a new approach and noted the concerns raised in relation to liabilities taken on by the Board when collecting commuted and sums and entering into legal agreements. RESOLVED that this be noted.</p>	
	<p>23/23 OPERATIONS REPORT</p>	
23/23/01	<p>The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:</p>	
23/23/02	<p>Maintenance Works Progress 2022-23</p>	
	<p>The Chairman requested that his thanks be passed on to the workforce for a successful maintenance year with minimal works being carried over into the 2023-24 programme. RESOLED that this be noted.</p>	PL
23/23/03	<p>Contribution Request from Eaton Bray Parish Council</p>	
	<p>The Board considered and approved a payment to Eaton Bray Parish Council as a contribution which equated to 50% of the estimated cost for repair and maintenance works at Mill End Close/Waterside, Eaton Bray along watercourse Buc_64_2.</p>	PL

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<p>23/23/04 Ouzel Valley Park Steering Group</p> <p>Kevin Pughe requested a representative from the Board attend the Ouzel Valley Park Steering Group meeting to discuss upcoming IDB works. The Operations Manager confirmed that he was currently liaising with the Group and requested a meeting invitation be extended to him for their next meeting. RESOLVED that this be noted.</p> <p><i>Post meeting note: Operations Manager attended Steering Group meeting on 20 June 2023.</i></p>	<p>PL</p>
<p>24/23 BIODIVERSITY ACTION PLAN</p> <p>24/23/01 The revised Biodiversity Action Plan (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom:</p> <p>24/23/02 It was agreed and thereby RESOLVED to monitor progress in achieving the targets set out in the Biodiversity Action Plan. Furthermore, the Board should have oversight of progress made and it was agreed to include a section within the Operations Report to enable the Board to do this at future meetings.</p> <p>24/23/03 It was agreed and thereby RESOLVED to add an additional objective for 2023/24 to ensure that the Board delivered its environmental improvement targets set out in the Biodiversity Action Plan.</p> <p>24/23/04 Members were advised that the updated plan demonstrated the Board's commitment to fulfilling its statutory duty as a public body to conserve and enhance biodiversity, moving forward.</p> <p>24/23/05 Members praised the work of the Board's Ecologist, Operations Manager and GIS Technician.</p>	
<p>25/23 INTERNAL AUDIT REPORT FOR THE FINANCIAL YEAR ENDING 31 MARCH 2023 AND REAPPOINTMENT OF THE INTERNAL AUDITOR FOR 2023/24</p> <p>25/23//01 The detailed Internal Audit Report for 2022/23 and the Internal Audit Report that forms part of the Annual Governance and Accountability Return for 2022/23 as prepared by the Board's Internal Auditor, together with the Management Team's responses and agreed actions, (copies of which are filed in the Report Book), were considered in detail and approved, subject to the following:</p> <ul style="list-style-type: none"> (i) the Board was satisfied that the Internal Auditor is independent (see Practitioners' Guide 2022 Paragraphs 1.36 and 4.11); (ii) the Board retrospectively approved the internal audit programme of work, having regard to the key risks identified in the Risk Register (see Practitioners' Guide 2022 Paragraphs 1.36 and 4.16); and (iii) the Board was satisfied with regard to the competence of the Internal Auditor and retrospectively approved the letter of engagement (see Practitioners' Guide 2022 Paragraphs 1.36, 4.1 and 4.13), including the signed letter of engagement. 	

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25/23/02	The Internal Auditor's recording of a substantial level of assurance awarded on conclusion of the audit was noted.	
25/23/03	It was agreed and thereby RESOLVED to approve the re-appointment of TIAA Ltd. to undertake the Board's Internal Audit for the next financial year 2023/24.	
26/23	FINANCIAL REPORTS AND RECONCILIATION TO THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE FINANCIAL YEAR ENDING 31 MARCH 2023	
26/23/01	The Financial Report and reconciliation to the Annual Governance and Accountability Return for the year ending 31 March 2023 was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:	
26/23/02	Income and Expenditure Account The Principal Accountant reported a deficit of £152,189 for the year ending 31 March 2023, mainly due to the inclusion of the Surface Water Discharge Income in the budget from the MK Tariff agreement, which was not received. It was advised, as previously mentioned, that the income from the agreement was not able to be accessed and had therefore now been removed from the Estimates. The Board would not be carrying out any of the maintenance work that the MK Tariff would have otherwise paid for. RESOLVED that this be noted.	
26/23/03	Balance Sheet The Principal Accountant reported a reduction in the Pension Fund liability by around 80% due to a number of changes in actuarial assumptions relating to the reduction in average life expectancy, an increase in the discount rates used and a decrease in future inflation assumptions. The significant reduction had led to an improvement in the balance sheet position, as at 31 March 2023. RESOLVED that this be noted.	
27/23	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31 MARCH 2023	
27/23/01	Following the approval of the financial reports and reconciliation to the Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2023, the AGAR was considered in detail and approved. Arising therefrom:	
27/23/02	The Annual Governance Statement shown in Section 1 of the Board's Annual Governance and Accountability Return for the year ended 31 March 2023 was considered in detail and approved.	
27/23/03	The Accounting Statements shown in Section 2 of the Board's Annual Governance and Accountability Return for the year ended 31 March 2023 were considered in detail and approved.	

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28/23	DATE OF COMMENCEMENT PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS TO INSPECT THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31 MARCH 2023	AS / NS
28/23/01	It was agreed and thereby RESOLVED to publish the notice on the Board's website and also display the notice in the office reception, that the Accounts for the year ending 31 March 2023 would be available for inspection for the 30-working day period commencing 12 June 2023 and ending on 21 July 2023. RESOLVED that this be noted.	
29/23	MATERIAL CHANGES TO THE CORPORATE RISK REGISTER	
29/23/01	Members considered and approved the risk register for those risks with a risk assessment matrix score of ≥ 6 (a copy of which is filed in the Report Book). There were no material changes or matters arising.	
30/23	REGISTER OF ELECTORS	NS
30/23/01	The Register of Electors as at 01 April 2023 was considered in detail and approved (a copy of which is filed in the Report Book), in accordance with Rule 3(11) of the Land Drainage (Election of Drainage Boards) Regulations 1938 (as amended).	
30/23/02	The Chief Executive confirmed that the opportunity for Electors to Inspect the Electoral Register had been advertised on the Board's website from 16 May 2023 and that no objections to any entries or omissions in the proposed Register had been received. RESOLVED that this be noted.	NS
31/23	CORRESPONDENCE	
31/23/01	Water Resources East: (WRE) contribution for 2023/24	PJC
	The Chairman informed members that the annual invoice of £840 from WRE for 2023/24 (a copy of which is filed in the Report Book) was considered in detail and approved for payment.	
31/23/02	It was agreed and thereby RESOLVED to continue to review the Board's membership of WRE annually.	PJC
31/23/03	The Chief Executive informed members that the WMA's Project Development Manager, Giles Bloomfield was likely to be appointed as ADA's representative on the WRE Board. It was hoped as part of the appointment, that the subscription fees for the Bedford Group and WMA Member Boards would be waived. Further updates would be provided at the next meeting. RESOLVED that this be noted.	
32/23	DATE & TIME OF NEXT MEETING	
32/23/01	It was agreed and thereby RESOLVED for the next Board meeting to take place on Monday, 23 October 2023 at 2pm, which would be held in the Board Room at Vale House, Broadmead Road, Stewartby, Bedfordshire, MK43 9ND and virtually via Microsoft Teams.	

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33/23	ANY OTHER BUSINESS	
33/23/01	Networking Events	
	Justin Farrington Smith questioned if any officers had been able to attend the recent Floodex event. The Chief Executive advised members that officers were unable to attend this event due to prior commitments. However, officers were due to attend the upcoming Flood and Water Live Event on the 05 and 06 July 2023 in South Lincolnshire. Members were encouraged to attend wherever possible.	
33/23/02	Social Media/Press Pack	AS/PJC
	Justin Farrington Smith questioned if the Board had a social media/press pack available for distribution and if not suggested a PR Agency assist with generating one. The Chief Executive advised members that the Board did not have such a pack and that the Association of Drainage Authorities had historically promoted the work of the Board. It was agreed and thereby RESOLVED to consider introducing a social media/press pack, moving forward.	
33/23/03	Rural Crime Inspection	PL
	Justin Farrington Smith suggested that the Board's Operations Manager arrange an inspection from the Rural Crime Inspector to review the safety of equipment at the Board's depot. RESOLVED that this be noted.	
33/23/04	JMC paperwork	AS
	It was agreed and thereby RESOLVED to include all future JMC paperwork as a hyperlink on the agenda, as opposed to the individual documents being inserted within the main body of the meeting paperwork.	
34/23	OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN	
34/23/01	There were no members of the public present at today's meeting.	
35/23	CONSORTIUM MATTERS	
35/23/01	Unconfirmed minutes of the last Joint Management Committee (JMC) meeting held on 02 May 2023	
	The unconfirmed minutes of the last Joint Management Committee meeting held on 02 May 2023 were considered in detail, noted and adopted. There were no matters arising.	
35/23/02	JMC's Operations Report	
	The JMC's Operations Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.	

35/23/03 JMC's Schedule of Paid Accounts

The JMC's Schedule of Paid Accounts for the period 1 December 2022 to 31 March 2023 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.

35/23/04 JMC's Financial Report

The JMC's Financial Report for the period 01 April 2022 to 31 March 2023 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.

35/23/05 Group's Performance Report for 2022/23

The Group's Performance Report for 2022/23 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.

35/23/06 Objectives for 2023/24, as recommended by the JMC

The draft objectives for 2023/24 (a copy of which is filed in the Report Book) were considered in detail and approved. It was agreed and thereby RESOLVED that the following objectives be adopted for 2023/24:

- (i) To ensure that total expenditure does not exceed the approved expenditure budgets for 2023/24 and plan for subsequent years' rate increases to deliver balanced and affordable budgets before 2026/27.
- (ii) To ensure that the total maintenance works budget does not exceed £1.5m, unless there is an extraordinary event. Any costs that are incurred over and above the budget of £1.5m are to be itemised, identified, and costed separately.
- (iii) To ensure that the EA's annual precept charges on the Boards are fair and that it is spent on work that benefits the Drainage Districts.
- (iv) To continue improving the main-river network that the Boards watercourses discharge into at key known trouble spots by working with the Environment Agency using the Public Sector Co-operation Agreement.
- (v) To identify suitable locations to create additional off-line storage areas, which will reduce reliance on the main-river network, reduce flood risk and increase access to fresh water for the purposes of irrigation, potable water supply, recreation and biodiversity.
- (vi) To set up Public Sector Co-operation Agreements with other Risk Management Authorities, which will enable the Boards to provide services outside the Drainage Districts, particularly during high rainfall events.
- (vii) To devise an alternative approach of ensuring that the drainage infrastructure which serves new developments is appropriately maintained in perpetuity, without attempting to enter into complex/costly legal agreements and seeking up-front (and largely inadequate) commuted sums from developers.
- (viii) To develop a plan (with targets) to reduce carbon usage, which includes consideration of procuring the most carbon efficient technologies when

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<p>replacing/refurbishing fixed and mobile plant and sourcing green energy and introducing an annual reporting system for the Group to monitor its carbon reduction.</p> <ul style="list-style-type: none"> (ix) To support constituent Councils through ADA by actively lobbying DEFRA and DLUHC to disaggregate IDB Special Levies from the Councils' Revenue and Expenditure profiles. (x) To improve the collection of drainage rates and reduce arrears during 2023/24. (xi) To increase the number of followers and posts on the Group's social media platforms. (xii) To develop and monitor KPIs that help each Board measure and monitor the delivery of its Biodiversity Action Plan. 	
<p>35/23/07 Group's 1st Annual Carbon Report</p> <p>The Group's 1st Annual Carbon Report (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.</p>	
<p>35/23/08 Schedule of Charge Out Rates</p> <p>The Schedule of Charge Out Rates for 2023/24 (a copy of which is filed in the Report Book) was considered in detail and approved. There were no matters arising.</p>	
<p>35/23/09 Capital Financing and Reserves Policy</p> <p>The Capital Financing and Reserves Policy (a copy of which is filed in the Report Book) was considered in detail and adopted. There were no matters arising.</p>	
<p>35/23/10 Chairman's Allowance and Members Expenses Policy</p> <ul style="list-style-type: none"> (i) The Chairman's Allowance and Members Expenses Policy (a copy of which is filed in the Report Book) was considered in detail and approved. Arising therefrom: (ii) It was agreed and thereby RESOLVED to ask Defra to approve a Chairman's Allowance of up to £3,500 pa, in accordance with Schedule 2, section 1(1) of the Land Drainage Act 1991. 	
<p>35/23/11 Items for discussion at the next JMC meeting</p> <p>There were no issues raised by members for discussion at the next Joint Management Committee (JMC) meeting to be held on 26 September 2023. Should members wish to raise any item for discussion at the next meeting, they should contact the Board's representatives, Paul Hirons, Vanessa McPake and Neil Hawes or the Chief Executive directly.</p>	
<p>36/23 CONFIDENTIAL BUSINESS</p>	
<p>36/23/01 It was agreed and thereby RESOLVED to exclude the public from the next part of the meeting due to the confidential nature of the business to be</p>	

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transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.