

MINUTES OF THE 24TH MEETING OF THE WAVENEY LOWER YARE AND LOTHINGLAND INTERNAL DRAINAGE BOARD HELD ON 21ST JUNE 2018 AT 2 O'CLOCK AT HADDISCOE VILLAGE HALL

PRESENT

Mr B Collen (Chairman)
Mr H Carrie (Vice Chairman)
Mr R Basey-Fisher
Mr H Budgen
Mr J Brown
Mr D Burroughs
Mr M Gooch
Mr A Kerkhof
Mr C Mutton
Mr O Scott
Mr D Watson
Councillor D Drewitt (GYBC)
Councillor C Gould (SNDC)
Councillor M Fairhead (GYBC)
Councillor G Nurden (Broadland)

IN ATTENDANCE

Mr B Blower (Clerk)

APLOLOGIES

Mr R Beevor
Mr P Cargill
Mr M Caston
Mr J Fiennes
Mr W Slater
Councillor C Annison (GYBC)
Councillor J Savage (SNDC)
Councillor J Worsley (SNDC)

24.1 Minutes

The Minutes of the meeting of the Board held on 8th February 2018 were unanimously approved and the Chairman was authorised to sign them.

24.2 Matters Arising

Minute 23.6.1 it was noted that Mr Philpott of the WMA had been appointed as surveyor to the Burgh Castle level.

Minute 23.6.2 it was noted that the conveyancing required to transfer the road to the Board was being dealt with and the Clerk said that he was proposing to complete this as soon as BESL had paid the latest invoice for road repairs just submitted to their agent.

Minute 23.6.3 Mr Basey-Fisher reported that the necessary repairs on the Hardley Mill Road are currently under way. This work was being undertaken by Askews. Mr Carrie said that the roadwork recently completed on the Island had been undertaken by ASM Contracting to a very high standard. They had the right equipment and he suggested that where roadwork was required in the future they should be asked to quote.

Minute 23.6.4 the Clerk presented some figures illustrating the potential impact of amalgamating the Haddiscoe Island levels (other than St Olaves). He explained that for the current year the rates were as follows:-

Askews 72p

Island 82p

Pettingills 84p

Together these would raise £35,961.92. If the levels were amalgamated a rate of 80p would raise £36,235.20. He pointed out the increase for Askews level rate payers and the decrease for Island and Pettingills rate payers and he highlighted the fact that amalgamation would result in the Askews rate payers paying for the unmade up road from which they would derive no benefit. After some consideration it was agreed that this proposal would not be taken forward. Mr Carrie mentioned that he had anticipated that any change would include the adoption of all the dykes on the Island by the Board. This may be a matter for future consideration but was not thought appropriate at this stage. In any event extensive consultation would be required with all rate payers if the Board were minded to take this forward.

Minute 23.6.6 Mr Watson expressed his concern that the problem with the severed cables in the pump column at Barnby had been expensive to repair and questioned the competence of D C Hunt Engineers. Several Board members voiced their concern about the standard of Hunt's work in the past few months and it was agreed that the Board should keep his performance under close scrutiny and look in to the possibility of using alternative contractors where possible.

Minute 23.6.7 Councillor Fairhead expressed her Council's thanks for the Board's response to the problems at Burgh Road. A problem in the allotment area had been identified and dealing with this had provided relief for the immediate issues identified at the last meeting. As a result of this all parties concerned were now talking with a view to finding a long term solution and this would include the proposals for the third crossing and these further discussions would hopefully produce a positive outcome. Mr Budgen expressed his concern at the manner in which these issues had been reported on BBC Radio Norfolk which had portrayed the Board in a bad light and Mrs Fairhead apologised if that was the case.

24.3 Accounts

The Board's accounts for the year ending 31st March 2018 were considered, copies having been circulated to Board members prior to the meeting. The accounts were approved unanimously.

24.4 Internal Auditor's Report

The internal auditor's report had been circulated and the report was considered and was unanimously accepted. The Clerk confirmed that he had undertaken a review of the effectiveness of the internal audit. Consequent upon the report he had amended the Board's financial regulations as attached to these Minutes and the revised regulations were approved. The health and safety issue arising from the internal auditor's report would be dealt with upon the appointment of new health and safety consultants as to which see Minute 24.7 below.

24.5 Annual Governance and Accountability Return 2017/18

The Board considered the annual governance and accountability return.

24.5.1 The annual governance statement was reviewed and approved and the Clerk was authorised to sign this.

24.5.2 The accounting statements were then considered and approved and the Clerk and Chairman were authorised to sign these.

24.6 Investment Strategy and Policy Statement for Approval

A draft investment strategy and updated policy statement had been circulated as attached to these Minutes both documents were unanimously approved.

24.7 Health and Safety

The Clerk reported that following Mr Mutten's resignation as health and safety officer he had made extensive enquiries as to possible alternatives. He outlined a proposal received from Foley and Baugh Associates as set out in their letter of 19th June. It was agreed in principle to appoint Foley and Baugh although the Clerk was directed first to speak to them about the need for quarterly work place inspections referred to in their letter. If such regular inspections were not necessary it was noted that a slight reduction in their quotation might be appropriate.

24.8 Maintenance Issues

The Clerk reported that there had been a provisional allocation made by the Environment Agency of some £17,000.00 to be spent on the Lothingland Hundred River in the current year and he was hoping for confirmation of this in the first week in July. No money had been allocated for work on the Shipmeadow drain which he had been pushing for because this is still within the BESL contract. He is putting pressure on BESL to do the necessary as this is particularly important to local rate payers who are incorrectly holding the Board responsible for the failures on the part of the Environment Agency to carry out routine maintenance.

The Clerk reported on the proposal to install a new small pump at Pettingills to deal with extreme high water events at that end of the Island. The intention is to put this new pump into the Pettingills pumping station but the terms proposed by the Askew Trustees for the Board to take on responsibility for the pump building and its insurance were not agreed.

Concern was expressed about the condition of soke dykes generally particularly on Haddiscoe Island. Further discussions is required with the Environment Agency as to their intentions following the end of the BESL contract and to establish how maintenance could be undertaken on these very wide dykes and by whom.

24.9 Capital Scheme

24.9.1 Benacre

The Clerk gave a brief outline of the current position with the Benacre scheme. A preferred option has been agreed by the key landowner, Benacre Estate which is supported in principle by all Risk Management Authorities and Natural England. The next stage is to take forward the appropriate studies which are required for the Outline Business Case for Grant in Aid. This is likely to take c 15 months. Issues remain over managing the protection of the coast owned by Parkdean Resorts and over the future maintenance of any new defences and pumps.

24.9.2 Askews Pump

Work is now complete on the new pumps and associated infrastructure at Askews pumping station.

24.10 Arrears

The Clerk reported on the current arrears as set out on the attached sheet and the Board was satisfied that these were in hand.

24.11 Elections

The Clerk reported that elections to the Board were due to be held this September and invited Board members to let him know if they were not willing to stand again or if they were aware of anybody else who would like to put their names forward.

24.12 Any Other Business

24.12.1 Mr Basey-Fisher expressed his extreme concern at the enormous electricity cost for the Langley pumped district which was down entirely to the additional highland water being pumped which should be flowing out into the river by gravity. The Clerk reported on the current position with his negotiations with the Agency to obtain a correct contribution for this and the Barnby pump. He has a meeting with Peta Denham of the Environment Agency in August.

24.12.2 The Chairman expressed his appreciation for the work undertaken for the Board by Mr Blower and Mrs Lovegrove and commented on the range and volume of issues they had to deal with on a day to day basis.

24.13

The next meeting of the Board will be held on 7 February 2019.

WAVENEY LOWER YARE & LOTHINGLAND INTERNAL DRAINAGE BOARD

INVESTMENT STRATEGY

This document gives guidance on investments by the Waveney Lower Yare & Lothingland Internal Drainage Board in accordance with the Local Government Act 2003. The Board will ensure that:

- Capital expenditure plans are affordable
- All external borrowing and other long-term liabilities are within prudent and sustainable levels, and;
- Treasury Management decisions are taken in accordance with good professional advice.

The CIPFA Treasury Management Code of Practice defines Treasury Management as *"The Management of the Council's cashflows, its banking, money market and capital market transactions the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks"*.

This guidance will be prepared and approved before the start of each financial year and where appropriate, may be replaced with a revised strategy at any time during the year.

INVESTMENT STRATEGY

1. The Board acknowledges the important of prudently investing the temporarily surplus funds hold on behalf of the community.
2. This strategy complies with the revised requirements set out in the Department for Communities and Local Government's Guidance on Local Government (DCLG) Investments and the Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and is in accordance with s.15(1)9a) of the Local Government Act 2003.
3. In accordance with s.15(1) of the 2003 Act, the Board will have regard to such guidance as the Secretary of State may issue and to such other guidance as the Secretary of State may be regulations specify.
4. The Board's investment priorities have two main objectives: first of all is **security** (protecting the capital sum from loss) and then **liquidity** (keeping the money readily available for expenditure when needed). Once proper levels of security and liquidity have been determined, only then will it be reasonable to consider what **yield** can be obtained. The Board will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
5. All investments will be made in sterling.
6. The DCLG maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Board will not engage in such activity.
7. Where external investment managers are used, they will be contractually required to comply with the strategy.

Specified Investments

1. Specified investments are those offering high security and high liquidity made in sterling and with a maturing of no more than a year. Such short-term investments made with the UK Government or a local authority or town or parish council will automatically be specified investments.
2. For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Waveney Lower Yare & Lothingland Internal Drainage Board will use deposits with banks, building societies, local authorities or other public authorities.
3. Current investments are held with Barclays Bank Plc, National Counties Building Society and Nottingham Building Society. In addition to the current account, the Board holds a deposit account with Barclays Bank Plc which tracks the Bank of England base rate which allows for easy access to fund when required. The Board also holds deposit accounts with Barclays Bank Plc, National Counties Building Society and Nottingham Building Society for the purpose of holding the Board's reserve as follows:-

Barclays Bank Plc	£250,000.00 (0.80%) – matures 12.3.19
National Counties B.S.	£218,389.27 (0.77%) – matures 16.8.18
National Counties B.S	£221,550.67 (0.88%) – matures 7.11.18
Nottingham B.S.	£310,751.53 (0.83%) – matures 19.12.18

Non-Specified Investments

1. These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainties surrounding such investments, Waveney Lower Yare & Lothingland Internal Drainage Board will not use this type of investment.

Liquidity of Investments

1. The Responsible Finance Officers, in consultation with the Board will determine the maximum periods for which funds may be prudently be committed so as not to compromise liquidity.
2. Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

Long Term Investments

1. Long term investments are defined in the guidance as greater than 36 months. The Board does not currently have any long-term investments.
2. The Board will fully assess the risks and opportunities of any long-term investment it enters into, including long term debt to finance an investment. The Board will apply its assessment to both the payback of the investment and repayment period of any debt taken out.

End of Year Investment Report

1. Investment forecasts for the coming financial year will be accounted for when the Board's budget is being prepared.
2. At the end of the financial year, the Responsible Finance Officer will report on investment activity over the year, to the Board and any recommendations for the forthcoming year shall be considered by the Board.

WAVENEY LOWER YARE & LOTHINGLAND

INTERNAL DRAINAGE BOARD

Policy Statement on Water Level and Flood Risk Management

1. Introduction

Purpose

- 1.1. This policy statement has been prepared by the Waveney Lower Yare & Lothingland Internal Drainage Board (the Board) to provide a public statement of the Board's approach to its management of water levels and flood risk within the Waveney Lower Yare & Lothingland Internal Drainage District (the District). The Board is constituted by order of Parliament operating under the terms of the Land Drainage Act 1991 and is designated as a flood risk and coastal erosion 'Risk Management Authority' (RMA) under the Flood & Water Management Act 2010.
- 1.2. The Board serves the local community by managing water levels in ordinary watercourses and other water infrastructure within the District to mitigate against the risks from flooding and drought. In delivering its functions the Board will meet its environmental obligations and commitments and seek opportunities to enhance the environment. The Board recognises its responsibility for good governance, local accountability and financial security, achieving value for money from all its activities. As an independent public body the Board is committed to the pursuit of economy, efficiency and effectiveness.
- 1.3. It should be noted that although this document refers to 'flood and coastal erosion risk management' (FCERM) the District is affected by the threat of coastal erosion only in the Lothingland district, the eastern boundary of which is the sea wall at Kessingland/Benacre.

Background

- 1.4. The Department for Environment, Food and Rural Affairs (Defra) has policy responsibility for flood and coastal erosion risk management in England. The Environment Agency is responsible for taking a strategic overview of the management of all sources of flooding and coastal erosion. Lead Local Flood Authorities (unitary authorities or county councils) are responsible for developing, maintaining and applying a strategy for local flood risk management in their areas. Delivery is the responsibility of a number of flood risk and coastal erosion 'Risk Management Authorities' (RMA), which includes the Waveney Lower Yare & Lothingland IDB.
- 1.5. This Policy Statement sets out the Board's approach to meeting the national policy aims and objectives in this area, as stated in the *National flood and coastal erosion risk management strategy for England 2011* (the National Strategy); the statement will be revised to reflect future revisions of the National Strategy. It summarises what plans the Board has in place to manage water levels and reduce flood risk, whilst protecting and enhancing the environment, and ensuring good governance and local accountability. Copies of this Policy Statement are available from the Board's office at 23 Alexandra Road, Lowestoft, Suffolk, NR32 1PP. Digital copies can be downloaded from the Board's website.

2. Governance and local accountability

- 2.1. The Board will ensure that its policies and procedures enable effective representation of and accountability to drainage rate payers and the occupiers of non-agricultural land within the District, including triennial elections in line with the requirements of the Land Drainage Act 1991, and timely engagement with charging authorities to fill vacancies in seats allocated to appointed members.
- 2.2. Board members must take decisions objectively in the best interests of the Board and uphold the ethical standards expected of public officeholders. Board members must adhere to the Board's Members Code of Conduct, including the seven principles of public life (Nolan Principles). The Board will make sure that there is suitable training in place for board members and staff, including on financial and environmental matters as appropriate.
- 2.3. Board members must declare financial and other interests relevant to their function with the Board. Board members will recuse themselves as appropriate where conflicts of interest may occur in relation to procurement, contract management and decision making.

3. Delivering the National Strategy's policy aim and objectives

Aim

- 3.1. The overall aim of the National Strategy is to ensure the risk of flooding and coastal erosion is properly managed by using the full range of options in a co-ordinated way. The Strategy states that communities, individuals, voluntary groups and private and public sector organisations will work together to manage the risk to people and their property; facilitate decision-making and action at the appropriate level; and achieve environmental, social and economic benefits, consistent with the principles of sustainable development.

Objectives

- 3.2. The Strategy sets out five objectives in pursuance of the overall aim as follows:
 - understand the risks of flooding and coastal erosion, working together to put in place long-term sustainable plans to manage these risks and making sure that other plans take account of them;
 - avoid inappropriate development in areas of flood and coastal erosion risk and being careful to manage land elsewhere to avoid increasing risks;
 - build, maintain and improve flood and coastal erosion management infrastructure and systems to reduce the likelihood of harm to people and damage to the economy, environment and society as well as achieving wider environmental benefits;
 - increase public awareness of the risk that remains and engaging with people at risk to encourage them to take action to manage the risks that they face and to make their property more resilient; and
 - improving the detection, forecasting and issue of warnings of flooding, co-ordinating a rapid response to flood emergencies and promoting faster recovery from flooding.

3.3. The Board supports the national aim and objectives for the management of flood risk and water levels and the Board's policy and approach will be consistent with them.

4. **Flood risk and water level management in the Board's District**

4.1. The District has been determined to derive benefit, or avoid danger, as a result of drainage operations. As such the whole of the District is at some risk from flooding, but that risk is managed wherever it is practically, environmentally and financially viable¹.

4.2. The Board makes decisions regarding flood risk within the District taking into account the following:

- assets in place considering design standard and life;
- Environment Agency and Lead Local Flood Authority flood risk strategies, plans and maps; and
- other information such as the history of flooding and land use impacts.

4.3. The following outlines the key details of the District:

- Total area of the drainage district: 14,770 ha
- Catchment area draining to and including the District: tbc
- Area of agricultural land: 13,056 ha
- Area of other (non-agricultural) land: tbc

4.4. Assets for which the Board has operational responsibility:

- Water level control structures: tbc
- Watercourses (maintained): tbc
- Raised embankments: tbc
- Reservoirs: 1 (flood storage lagoon at Burgh Castle marshes)
- Sustainable drainage systems (SuDS): none
- Pumping Stations: 20

4.5. Assets within or adjacent to the District that are maintained by the Environment Agency:

- Main rivers: tbc
- Raised embankments/flood walls: tbc
- Pumping Stations: tbc

¹ It should be noted that the Land Drainage Act 1991 provides the Board with statutory powers to carry out works of maintenance and improvement for land drainage and flood defence purposes, rather than imposing a duty on the Board to carry out such works.

4.6. Assets within or adjacent to the District that are maintained privately:

- Pumping Stations: 4

5. Building, maintaining and improving flood and coastal erosion risk management systems

- 5.1. Through the operation, maintenance and improvement of watercourses and other water control assets within the District, the Board seeks to achieve a general standard of water level management that enables the drainage and irrigation of agricultural land, reduces flood risk to developed areas, and sustains environmental features throughout the District.
- 5.2. The Board monitors and reviews the condition of its watercourses and other assets, particularly those designated as critical, over-spilling from which could affect people and property. Consistent with the resultant needs established, a routine maintenance programme is in place to ensure that the condition of the assets is commensurate with the standards required. The programme is reviewed periodically by the Board to ensure it is delivering the appropriate condition.
- 5.3. Where standards are not at the desired level, improvement works will be sought where they are considered to be practical and financially viable by the Board. Where improvement works meet the criteria set by Defra, financial support will be sought from the Government's Flood and Coastal Resilience Partnership Funding. Where appropriate works will be undertaken in partnership with other Risk Management Authorities and take opportunities to work with natural processes.
- 5.4. Work for and by the Board will be carried out in accordance with best practice and to deliver best value for money taking due regard of local flood risk management requirements and strategies, opportunities for partnership working, environmental obligations and guidance available from Defra, the Environment Agency and other organisations.
- 5.5. The Board's powers to carry out water level and flood risk management works are permissive (i.e. the Board is not obliged to carry out works) and their resources are limited. The Board's policy is therefore to designate what the Board considers to be the most important watercourses in the District as "District Drains" and prioritise their resources to the appropriate maintenance and, where necessary, improvement of such channels and associated structures. The watercourses and structures so designated will change over time as necessary.
- 5.6. Other watercourses usually are the responsibility of other bodies or the adjoining owners. The Board will only take action in respect of these latter watercourses where resources are available and where it is in all the circumstances appropriate for the Board to become involved, bearing in mind the powers available to other persons or bodies.
- 5.7. The Board has a supervisory duty, under section 1(2)(d) of the Land Drainage Act 1991 over all matters relating to the drainage of land in their District and will, under this duty where appropriate advise others regarding the undertaking of works when it is not appropriate for the Board to exercise its own powers.

5.8. The Board will also seek to ensure, where possible, that assets managed by other Risk Management Authorities, which also reduce flood risk to the District, are maintained at a satisfactory standard and may enter into a Public Sector Co-operation Agreement with another Risk Management Authority to achieve better value for money when carrying out work to reduce flood risk.

6. Regulation of activities - Avoiding inappropriate development and land management

6.1. The Board will take appropriate steps to help riparian owners understand their responsibilities for maintenance, byelaw compliance and environmental regulations.

6.2. The Board will regulate as necessary, using available legislative powers and byelaws, the activity of others to ensure their actions within, alongside, and otherwise impacting its drainage system do not increase flood risk, prevent the efficient working of drainage systems, or adversely impact the environment.

6.3. The potential impact on flood risk from future development, both within the District and the wider catchment draining into the District, is fully recognised by the Board. The Board will take an active role in the assessment of local plans, major development and, individual (planning) applications, to prevent inappropriate development and land use to ensure that flood risk is not increased. This will include, where appropriate, providing pre-application advice and checking of flood risk assessments.

6.4. Where appropriate the Board will seek contributions from developers to cover the cost of both immediate and longer term works necessary to mitigate against any resultant increase in flood risk. Such contributions will be recorded in accordance with the National Planning Policy Framework and associated technical guidance.

6.5. The Board will where appropriate designate structures or features affecting flood risk using section 30 of the Flood and Water Management Act 2010.

7. Communication and transparency

7.1. The Board will publicise the local risks from flooding, the reasons for managing water levels within the District and articulate the efforts being undertaken by the Board to manage water levels and flood risk as well as the steps the local community and land managers can take to assist in its management.

7.2. The Board will be open and transparent in its actions and decisions. The Board will comply with the requirements set out in the relevant Local Government transparency code.

7.3. The Board will provide an overview of the objectives and costs of its water level A statement of the types of general maintenance activities it routinely undertakes and why;

- Its Annual Report to Defra (IDB1 Form); and
- Approved Board minutes and papers.

7.4. The Board will seek views and respond to enquiries from the local general public in this regard and work with local partners to build a culture within which watercourses are seen as vital to managing flood risk, and enhancing habitat and amenity. Every effort will be made to dissuade abuse of watercourses.

7.5. The Board invites any comments regarding the condition of its system, which could assist with the management of water levels.

8. Working together

8.1. The Board will co-operate and share information with other relevant authorities in the exercise of their flood and coastal erosion risk management functions. The Board will contribute to strategies, plans and consultations relevant to its catchment and functions.

8.2. The Board will assist the Environment Agency wherever possible in its provision of adequate and cost effective flood warning systems, and assist Risk Management Authorities where necessary during flood emergencies. The Board will participate as necessary in exercises to develop and test emergency response procedures.

8.3. The Board has provided the Environment Agency and other local Risk Management Authorities with information on the major flood defence assets for which the Board is responsible. The information is available from the Environment Agency at Cobham Road, Ipswich, Suffolk, IP3 9JD.

8.4. The Board will seek to work with all relevant local organisations, in carrying out its flood and coastal erosion risk management functions and environmental obligations.

9. Environmental measures

9.1. The Board has nature conservation duties under the Land Drainage Act 1991, the Wildlife and Countryside Act 1981, the Protection of Badgers Act 1992, the Countryside and Rights of Way Act 2000, the Water Environment (Water Framework Directive) (England and Wales) Regulations 2003, the Eels (England and Wales) Regulations 2009, the Flood and Water Management Act 2010, the Natural Environment and Rural Communities Act 2006, Salmon and Freshwater Fisheries Act 1975, and as a competent authority under the Conservation of Habitats and Species Regulations 2017. The Board will fulfil these in a positive way.

9.2. Much of the Board's watercourse maintenance work constitutes vegetation control and de-silting and is often a vital and routine requirement. Whilst inevitably some short or long term impacts may arise, this management is often essential to maintain the distinct assemblage of aquatic habitat and species present in the District. Such work will be carried out in a way that manages the potential risks to the environment. The Board has access to environmental expertise from their connections with local wildlife trusts, and has a Biodiversity Action Plan, developed according to ADA and Natural England guidelines, which indicate the way in which their functions can be carried out in a way appropriate to the environment and how the environment can be enhanced. The Board maintain only a small proportion of the total watercourse length in the District, the significant majority being the responsibility of the adjoining land owners or of other bodies.

9.3. When carrying out work, be it maintenance or improvement, and consistent with the need to maintain satisfactory flood protection standards, the Board will aim to:-

- Avoid any unnecessary or long term damage to agricultural interests and to natural habitats and species;
- Carry out the monitoring of any gains and losses of biodiversity and report annually to the Environment Agency; and
- Take appropriate opportunities to achieve multiple environmental outcomes and work with natural processes, wherever possible, including the enhancement of habitats and water bodies within the District.

9.4. The District is situated within numerous sites of national and international biological or geological interest including:

9.5. Wortham Ling, Gypsy Camp Meadows, Thrandeston, Redgrave & Lopham Fens and Shelfanger Meadows, Stanley & Alder Carrs, Aldeby, Geldeston Meadows, Barnby Broad & Marshes, Spratts Water & Marshes and Barnby Broad and Marshes Carlton Colville, Limpenhoe Meadows, Poplar Farm Meadows, Langley Nature Reserve, Breydon Water, Norfolk, SSSIs

9.6. The Board has 9 Water Level Management Plans.

9.7. The Board will play its full role in sustaining the Water Level Management Plans prepared for SSSIs to maintain, or bring sites into, favourable condition, in conjunction with Natural England and other interested parties and review the plans in accordance with guidance.

10. Approval and Review of this Policy Statement

10.1. This protocol was adopted by the Board on 21st June 2018.

10.2. The Waveney Lower Yare & Lothingland IDB will review and update this Policy Statement as and when changes to policies are made and notwithstanding within a period not extending beyond five years.

Financial Regulations (June 2018)

Waveney Lower Yare & Lothingland Internal Drainage Board

The following regulations apply for the Internal Drainage Board administered from the offices of Nicholsons at 23 Alexandra Road, Lowestoft, Suffolk NR32 1PP.

1. Money Received

All cheques received will be sorted with Nicholsons other post and handed to Mr Blower on the morning of receipt. Mr Blower will pass the cheques direct to Mrs Lovegrove. Cheques received will be banked where possible on the day of receipt and in any event within two working days of receipt.

Postings to the income report for each Board will be made when the money is banked.

Any BACS payment received will be posted to the income report for the relevant Board on confirmation of receipt of that money by the bank.

2. Tendering/Payments Out/Bills

Where contractors are to be engaged to perform services for the Board steps will be taken to ensure that (save in emergency) a tendering process is used which is appropriate to the value of the service to be performed. For the avoidance of doubt the requirement for tendering need not be applied to every individual service for which an outside contractor is to be engaged so long as the prices charged by a particular contractor are, so far as is practicable, checked against those charged by other contractors for similar work. By way of example tenders will not be sought for routine dyke work provided that contractors familiar with the area and conditions are used and so long as their charge rates are in line with those of other contractors used by the Board. The purpose of the exercise is to ensure that the Board consistently obtains good value from contractors taking into account the overall cost of providing the service including the cost of engaging and supervising the contractor and checking the quality of the works performed. On placing any order with a Supplier for goods or services, surveyors have been asked to issue a purchase order to the Supplier and send a copy to the Clerk's office. It is recognised that this will not always happen so where a bill received does not match a purchase order held by the Clerk the bill received will be sent to the relevant surveyor for checking and approval. Where a bill received matches a purchase order held by the Clerk, the Clerk will check with the relevant surveyor that the goods have been received or the service performed prior to arranging payment.

Payment of approved bills, either by a cheque run, by BACS or other electronic payment will be carried out once a month or more frequently if required. If by cheques, these will be sent with copies of the relevant invoices to the chairman or vice chairman of the Board for signature with a stamped addressed envelope for return. On their return Mr Blower will sign the cheques and the invoices will be paid immediately. Copies of the cheques will be retained and stapled to the relevant invoice. If by BACS or electronic payment, a list of payees will be prepared and sent with copies of the relevant invoices to the chairman or vice chairman of the Board who will sign the list as being approved and return to Mr Blower. Mrs Lovegrove will then arrange for the payments to be made immediately and a copy of the approved list will be attached to the invoices.

Where any payment is made electronically a print out of the payment confirmation received from the Bank will be checked against the details held by the Board for the relevant payee to ensure that the payment was credited to the correct account. Copies of the payment confirmations signed by the Clerk shall be retained as evidence of the check. Depending on the number of electronic payments being made these checks shall be undertaken against all or a suitable sample at the discretion of the Clerk.

3. Direct Debits

Any payments to be drawn by direct debit will be notified to the relevant surveyor for each level immediately and if there is any objection raised payment will be stopped,

4. Bank Reconciliations

Bank reconciliations will be carried out periodically.

5. Budgets/Rates/Special Levy

In October/November the Clerk will seek confirmation from surveyors for each level as to their estimate of expenditure on maintenance in the following financial year. On receipt of estimated expenditure the estimate sheets shall be prepared showing, as well as total estimated expenditure, the estimated contribution from the Environment Agency and the estimated balance at the end of the current financial year and illustrating a range of rates in the pound which the Clerk considers will produce a satisfactory revenue balance at the end of the year for the level taking into account the matters referred to above.

The estimate sheets for each Board will be circulated to the relevant Board members with the agenda for the annual rate meeting in January/February. The Clerk will present the figures at the meeting and the Board will make the rate and special levy based on such estimates as they may approve. The policy of the Board is to maintain the rate for each level at a reasonably consistent sum to cover anticipated expenditure for that level and to provide an appropriate reserve to be used in case of emergency.

6. Insurance

Insurance is arranged to provide cover for:-

- (a) the buildings of the pumping station (as appropriate)
- (b) the pumps (as appropriate)
- (c) public liability
- (d) employer's liability (as appropriate)

In addition professional liability is arranged through J E Sills Ltd.

The amount of the insurance is as recommended by the surveyor for each level as approved by the Board. Insurance is arranged as recommended by the Board's brokers J E Sills & Sons Ltd.

Any potential insurance claim is notified to the brokers immediately the Clerk is made aware of the relevant circumstances

7. Internal Audit

The Board has appointed Cunninghams Accountants of Lowestoft to carry out the annual internal audit. Terms of reference, which also comprise an audit plan, shall be reviewed from time to time by the Board. A committee of the Board shall meet as required to review the terms of reference and to review the internal audit and to ensure that it remains effective.

Arrears as at 8th February 2018

Blundeston

15/011/025 Mr P Girling 1.60 ac. Av. £44.00 £20.80 - Current w/o

Burgh Castle

21/011/003 Mr J E Duffield *Paid* £6.57 - Current

21/011/016 Mr C Demetriou *Paid* £6.86 - Current

Limpenhoe

17/21/012 Mr C F McNeil *Paid* £38.08- Current

Lothingland

16/11/047 Mr T Crick *Paid* £1258.68- Current

Remainder

19/307/009 Gillingham Estate & Farms £62.70 - 2013/14 w/o

Haddiscoe

20/31/066 Mr MacCallum 2.50 ac. Av. £80.00 £21.60 - Current

20/31/078 Mr and Mrs B C Macro £15.60 - 2016/17

Langley Pumped

12/087/008 Mrs C Gardner £41.04 - Current

12/087/014 Mr and Mrs T Conlin £122.50 - Current

Waveney Valley

22/0021 Mr R Seppings £14.28 - 2016/17

22/0097 C Hadingham & Son *Paid* £1.70 - Current

22/0297 The Otter Trust £28.50 - Current

22/0360 Miss L M Duffield £6.96 - Current

22/0367 Mr and Mrs P Murton ; £53.90 - 2010

*Riverside House
Raydon
IP22 1SU*

Philip Nathaniel + Christine Ann

*PN + CA Groundworks Ltd
Darrow Wood farm
Shalfanger
Diss
IP22 4XY*