

**Minutes of a meeting of the Woodwalton Drainage Commissioners  
held on Thursday 31<sup>st</sup> May 2018  
at the Admiral Wells, Station road, Holme at 11.30am.**

**Present** J R Papworth (Chairman), J S Papworth, S Papworth, J Rule,  
R Wright, Mrs M A Wright

**Apologies for Absence** C Evans, L Parker

**160/18 Appointment of Chairman**

Resolved that J R Papworth be appointed Chairman after being duly proposed and seconded. Mr Papworth then completed the Declaration of Acceptance of Office.

**161/18 Appointment of Vice Chairman**

Resolved – That S D Papworth be appointed Vice-Chairman after being duly proposed and seconded. Mr Papworth then completed his Declaration of Acceptance of Office.

**162/18 Membership**

The Clerk reported that Andrew William Lensen of AgReserves Ltd had replaced Malcolm Broughton as a member of the Board. Mr Lensen has completed his Register of Members interest form. The Huntingdonshire representative has changed but a replacement would not be known until July 2018. The Clerk confirmed that I Cooper has agreed to undertake the internal audit arrangements for 2018/2019. Littlejohn LLP have been appointed as External auditors.

The Chairman raised a concern he had seen regarding changing of auditors. Resolved – That I Cooper be appointed as Internal auditor for 2018/2019.

The Clerk reported that he has now reached retirement age and the Commissioners need to consider how they wish to be administered in the future along with how to manage and operate the engineering services. The Chairman asked the Clerk if he was prepared to do a further three years at an annual fee of £3,000. Resolved – that the Clerk was prepared to stay a further three years at a fee of £3,000 per annum. The Commissioners wished to remain independent, however, and if a suitable replacement Clerk was found within the three years the Commissioners would be guided by the current Clerk.

**163/18 Confirmation of Minutes**

Resolved that the minutes of the Meeting held on 16th May 2017 were correctly recorded and that they be signed as being a true record.

**164/18 Matters Arising**

a) Old Pump House – Further to minute 149/17(a) – The Chairman reported upon the future of the Old pump house building and had considered it a tourist feature. S Papworth stated that he would be prepared to make an offer for the building. Resolved – that upon receipt of an offer to purchase the building the Chairman & Clerk would take the appropriate action and keep members informed.

**165/18 Great Fen Project**

L Parker had thanked the Commissioners for allowing permission for the Drone survey.

**166/08 Maintenance of Channels**

a) The Chairman reported that 56 hours of flail mowing and 17 hours of Slubbing drains was undertaken in 2017/2018 at a cost of £2,072 and £629 respectively.

- b) The Commissioner considered works for 2018/2019. J Rule reported upon problems with drainage on his 20 acre field points 18 – 19. Badgers were still an issue within the district. Resolved – that all drains be failed mowed, the Chairman to inspect the area and agree upon any works. Slubbing be undertaken on lengths 10-11-12-13 and 25-26.

### **167/18 Pumping Station**

- a) The Chairman reported that the pump operation seemed more efficient since the overhaul. The pump hours were 21,509 hrs and the current electricity readings 223966 & 080089. A slight oil leak from the gearbox has been noticed and the Chairman will make further investigations. Messrs Speechley have changed the old floodlights to 30watts L.E.D units and a phase failure monitoring relay and undertaken a service for £671.26. The Chairman asked whether a sign could be purchased for the pumping station. Resolved – that a sign be purchased.
- b) Vulcan Inspection Services – inspected centrifugal pump and motor, control panel and Gearbox – No Defects were reported.
- c) Gates – The Chairman reported that the land owners were erecting gates at the bridge to the Woodwalton Fen and Conington Fen.

### **168/18 General Matters**

- a) Planning - The Clerk reported that the Consulting Engineer had dealt with an application by S Riley for building repairs. The Chairman reported that the houses at Higney Grange were now occupied.
- b) Risk Management  
The Clerk reported upon the risk management assessment and a review of the systems of internal control and that a review of the Board's insurance cover has been made: - In accordance with Defra/ADA the Commissioners reviewed Standing Orders, Financial Regulations, Systems of Internal Control and all other existing policies and procedures.  
The Board to consider Biosecurity Policy & Biosecurity Procedures Statement that ADA will implement in June 2018. Resolved – that at present no changes were required. As regards to Health & Safety the Chairman would ask his safety advisor to look at the Boards policies and procedures.

A revised Water Level & Flood Risk management Policy will be implemented.

General Data Protection Regulations that must be implemented before 25 May 2018. Advice from ADA/Defra is pending but 12 steps were considered. Resolved that the Clerk be the designated Officer and the Privacy Policy & Data Protection Policy be adopted. A letter to ratepayers would be sent along with one to all Commissioners.

- c) DEFRA – Revision to Annual report were confirmed.
- d) Environment Agency – Water Resources abstraction licences for previously exempt activities – abstracting water into Internal drainage districts. Middle Level Commissioners were to hold a general Licence for the Middle Level IDBs for the transfer of water from the Nene to the MLC system.
- e) The Clerk reported that the Pumping station had been registered by HM Land Registry under title CB422154.

### **169/189 Payments**

The Commissioners considered income of £12,285.18 & expenditure of £13,611.67 during 2017/2018 and approved payment of the vouchers 1 – 20 in the sum of £14,456.31 inclusive of vat

### **170/18 Annual Accounts 2017/2018**

- a) The Commissioners approved the Annual Governance Statement and Accounting Statement for

the year ending 31<sup>st</sup> March 2018

The audit of the 2017/2018 accounts will be advertised on or before the 4<sup>th</sup> June and the accounts are available for inspection from 4 June to 13 July 2018.

- b) The External Auditor signed the 2016/2017 accounts on 27<sup>th</sup> July 2017 and no matters were raised.
- c) To Internal Auditor report on 2017/2018 accounts raised no issues

### **171/18 Estimates of Income and Expenditure**

The Commissioners considered and approved estimates of Income of £20 & Expenditure of £16,160 for 2018/2019

The payment of the Clerk's fee for the next three years would be £3,000. The payment for looking after the pumping station for 2018/2019 was retained at £950.

The Commissioners made a deficit of £1,326.49 mainly as a result registering pumping station site.

The estimated net expenditure of £16,140 in 2018/19 is equivalent to a rate of 26.33p

Resolved – that the rate be retained at 20p

### **172/18 Rates and Levy Requirement**

Under Section 37 of the Land Drainage Act 1991, the appropriate proportions in which the net expenditure of the Commissioners must be borne for 2018/2019: -

- |    |  |        |
|----|--|--------|
| a) | Proportion to be borne by Agricultural Sector  | 96.22% |
| b) | Proportion to be borne by Special Levy issued<br>To Huntingdonshire District Council | 3.78%  |

Resolved that: -

- a) rate of 20 p in the £ on agricultural land and buildings to raise £11,796.20
- b) A special levy on Huntingdonshire District Council of £463.40

### **173/18 Date of next meeting**

May 2019