

**A MEETING OF THE ALCONBURY AND ELLINGTON INTERNAL DRAINAGE BOARD WAS HELD AT BROOKFIELD FARM, GREAT STUKELEY AND VIRTUALLY VIA MICROSOFT TEAMS ON TUESDAY, 14 NOVEMBER 2023 AT 9 AM.**

- | <b>Elected Members</b> | <b>Appointed Members<br/>Huntingdonshire DC</b> |
|------------------------|---|
| * M G Baker            | * S Cawley                                      |
| K Baker                | * I Gardener                                    |
| M Chapman              | Vacant Position                                 |
| * A Lensen             | Vacant Position                                 |
| * B Lumbers            | Vacant Position                                 |
| * H Raby               | Vacant Position                                 |
| * E Ruston             | Vacant Position                                 |
| * J Sewell             | Vacant Position                                 |
| *v G Warrener          | Vacant Position                                 |
| Vacant Position        | Vacant Position                                 |
| Vacant Position        | Vacant Position                                 |
| Vacant Position        | Vacant Position                                 |
| Vacant Position        | Vacant Position                                 |
- \* Present (36%)  
\*v In attendance virtually

Harry Raby in the Chair

**Officers in attendance:**

Phillip Lovesey (Operations Manager), Matthew Philpot (WMA, Chief Operating Officer/Deputy Chief Executive), Alice Smith (Executive Assistant) and Nicole Souter (Principal Accountant)

**Members of the public in attendance:**

Charles Dalleywater, Alconbury Brook Flood Group Project Coordinator

<b>ID</b>	<b>Alconbury &amp; Ellington IDB, Minute</b>	<b>Action</b>
<b>38/23</b>	<b>WELCOME AND INTRODUCTIONS</b>	
<b>38/23/01</b>	The Chairman welcomed Charles Dalleywater, the Project Coordinator from the Alconbury Brook Flood Group to the meeting. RESOLVED that this be noted.	
<b>39/23</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>39/23/01</b>	Apologies for absence were received on behalf of Keith Baker and Mark Chapman.	
<b>40/23</b>	<b>DECLARATIONS OF INTEREST</b>	

**40/23/01** Liz Ruston declared an interest in Agenda Item 12, as the owner of the land alongside Watercourse 4 before Brampton Village. RESOLVED that this be noted.

**41/23 TO REPORT THE MEMBERSHIP OF THE NEWLY ELECTED BOARD**

**41/23/01** The Deputy Chief Executive reported the newly elected membership of the Board for the three-year term from 01 November 2023 to 31 October 2026 following the recent non-contested election. A copy of the No Poll Declaration was appended to the Minutes in the Minute Book.

**42/23 CO-OPTION OF MEMBER**

**42/23/02** It was proposed by Harry Raby, seconded by Liz Ruston, unanimously agreed and thereby RESOLVED to co-opt Mr Mike Baker to fill one of the five casual vacancies on the Board.

Deputy Chief Executive in the Chair

**43/23 ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

**43/23/01** It was proposed by Liz Ruston, seconded by Ian Gardener, unanimously agreed and thereby RESOLVED to elect Harry Raby to serve as the Board's Chairman for the next three-year term.

Harry Raby in the Chair

**43/23/02** It was proposed by Harry Raby, seconded by Liz Ruston, unanimously agreed and thereby RESOLVED to elect John Sewell to serve as the Board's Vice-Chairman for the next three-year term.

**44/23 TRIENNIAL GOVERNANCE REVIEW**

**44/23/01** The Schedule of Reserved Matters, Scheme of Delegation, Financial Regulations and Division of Responsibilities between the Chairman and Chief Executive were considered in detail, reviewed and approved (copies of which are filed in the Report Book).

**45/23 MEMBERS TO SERVE ON THE JOINT MANAGEMENT COMMITTEE**

**45/23/01** It was agreed and thereby RESOLVED to confirm the Board's Chair as its representative on the Joint Management Committee for the next three-year term, from 01 November 2023 to 31 October 2026.

**46/23 APPROVE THE BOARD'S PARTICIPATION IN, AND REPRESENTATION ON JOINT ADVISORY COMMITTEES**

**46/23/01** The Schedule of Joint Advisory Committees that the Board was currently represented on was considered in detail and approved (a copy of which is

filed in the Report Book).

**46/23/02** It was agreed and thereby RESOLVED to approve the Board's participation in and representation on the Joint Advisory Committees, as presented.

**47/23 MINUTES OF THE LAST BOARD MEETING HELD ON 30 MAY 2023**

**47/23/01** The minutes of the last Board meeting held on 30 May 2023 were confirmed and signed as a true record. Arising therefrom:

**47/23/02 Planning Objection – Land East of Ivy Way, Spaldwick**

Ian Gardener advised members that a new application had been made for this site (Planning No. 23/01948/FULL) and plans now complied with the Board's 9 metre byelaw. RESOLVED that this be noted.

**48/23 UPDATE FROM ALCONBURY BROOK FLOOD GROUP**

**48/23/01** The Chair introduced Charles Dallywater, the Project Coordinator for the Alconbury Flood Group and advised members that he would be delivering a presentation on the Group's Aims and Objectives as requested at a previous Board meeting.

**48/23/02** Charles thanked members for inviting him and gave a short presentation which outlined both the business and charity known as the Alconbury Brook Flood Group. Charles highlighted a number of projects the organisation had implemented including the 40 Ponds Project, Sensor's project and Deep Roots project.

**48/23/03** Charles also extended his thanks to the Operations Manager and the Board's contractors for the maintenance work carried out to date. RESOLVED that this be noted.

Charles Dalleywater left the meeting.

**49/23 ENGINEERING REPORT**

**49/23/01** The Engineering Report was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

**49/23/02 A14 – Flap valve installation and adoption**

Members noted the report and the revised commuted sum provided by the Valuation Office Agency. It was agreed and thereby RESOLVED to adopt the maintenance of the new flap valve structure upon receiving the commuted sum of £5,381.63.

PL

**50/23 OPERATIONS REPORT**

**50/23/01** The Operations Report was considered in detail and approved (a copy of which is filed in the Report Book). There were no matters arising.

Stephen Cawley left the meeting.

**51/23 AUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2022/23**

**51/23/01** The audited Annual Governance and Accountability Return for the year ending 31 March 2023 was considered in detail and approved by the Board. The External Auditor had no matters to report to the Board. The Chairman thanked officers for their work in achieving a clean opinion.

**52/23 FINANCIAL REPORT FOR THE PERIOD 1 APRIL 2023 TO 31 AUGUST 2023**

**52/23/01** The Financial Report for the period 1 April 2023 to 31 August 2023 was considered in detail and approved (a copy of which is filed in the Report Book). Arising therefrom:

**52/23/02 Income and Expenditure Account**

The Principal Accountant advised members that Y-T-D actual net spend was in line with the Y -T-D budget and the projected outturn was forecasting a deficit of £11,792 due to a lower than anticipated Highland Water Claim and the planned deficit that was to be financed from Reserves, which was agreed when the rates and levies were set for 2023/24. RESOLVED that this be noted.

**52/23/03 Highland Water Claim**

Members were advised that the Highland Water Claim was lower this year than initially anticipated due to lower than expected maintenance costs. The move from a 1-year to a 3-year maintenance contract would now allow for more accurate budgeting, moving forward. Payment from the Environment Agency was expected in November 2023. RESOLVED that this be noted.

**53/23 CALENDAR OF MEETINGS FOR 2024/25**

**53/23/01** The calendar of meetings for 2024/25 was considered and approved. Alconbury & Ellington IDB would meet as follows:

Tuesday, 30 January 2024  
Tuesday, 28 May 2024  
Tuesday, 12 November 2024  
Tuesday, 28 January 2025

**54/23 DATE & TIME OF NEXT MEETING**

**54/23/01** It was agreed and thereby RESOLVED for the next Board meeting to take place on Tuesday, 30 January 2024 at 9 am, which would be held at Brookfield Farm, Ermine Street, Great Stukeley, Huntingdon, PE28 4AB and virtually via Microsoft Teams.

**55/23 ANY OTHER BUSINESS****55/23/01 Upcoming Events**

The Executive Assistant advised members of the two upcoming events:

Date: 21 November @ 11:00 am - 5:00 pm

Event: ADA Flood & Water Conference 2023

Location: One Great George Street, Westminster, London

Attendees: Open to 2 members, typically attended by Chair & Vice-Chair, open to other members if they were unable to attend

Date: 22nd & 23rd November 2023

Event: Floodex UK

Location: ExCel London E16 1XL

Attendees: Open to all Board members

**56/23 OPEN FORUM: TO HEAR FROM ANY MEMBER OF THE PUBLIC, WITH LEAVE OF THE CHAIRMAN**

**56/23/01** There were no longer any members of the public present at today's meeting.

**57/23 CONSORTIUM MATTERS****57/23/01 Unconfirmed minutes of the Joint Management Committee (JMC) meeting held on 26 September 2023**

The unconfirmed minutes of the Joint Management Committee meeting held on 26 September 2023 were considered in detail, noted and adopted. There were no matters arising.

**57/23/02 JMC's Operations Report**

The JMC's Operations Report (a copy of which is filed in the Report Book) were considered in detail and approved. There were no matters arising.

**57/23/03 JMC's Schedule of Paid Accounts**

The JMC's Schedule of Paid Accounts for the period 01 April 2023 to 31 August 2023 (a copy of which is filed in the Report Book) was considered in detail and approved for publication on the Group's website. There were no matters arising.

**57/23/04 JMC's Financial Report**

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

**57/23/05 Policy Updates and New Policies**

The Protocol on Virtual and Hybrid Meetings Policy, Biosecurity Policy, Gifts and Hospitality Policy and the Planning & Byelaw Strategy were considered in detail and approved (copies of which are filed in the Report Book). Members were advised that following approval by the three Member Boards, the Local Planning Authorities (LPAs) would be consulted on the strategy for a 6-week period. RESOLVED that this be noted.

**57/23/06 Items for discussion at the next JMC meeting**

There were no issues raised by members for discussion at the next Joint Management Committee (JMC) meeting, to be held on 04 December 2023. Should members wish to raise any item for discussion at the next meeting, they should contact the Board's representative, Harry Raby or the Chief Executive directly.

**58/23 CONFIDENTIAL BUSINESS**

**58/23/01** 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 transacted, in accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and the Board's Standing Orders.

**59/23 CONFIDENTIAL MINUTES OF THE BOARD MEETING HELD ON 02 FEBRUARY 2023**

**59/23/01** The Executive Assistant advised members that the minutes were incorrectly included within the previous meeting's paperwork. The confidential minutes of the Board meeting held on 02 February 2023 were confirmed and signed as a true record. There were no matters arising.

**60/23 CONFIDENTIAL MINUTES OF THE LAST BOARD MEETING HELD ON 30 MAY 2023**

**60/23/01** The confidential minutes of the last Board meeting held on 30 May 2023 were confirmed and signed as a true record. There were no matters arising.

**61/23 CONFIDENTIAL MINUTES OF THE JOINT MANAGEMENT COMMITTEE MEETING HELD ON 26 SEPTEMBER 2023**

**61/23/01** The unconfirmed confidential minutes of the Joint Management Committee (JMC) meeting held on 26 September 2023 were considered in detail and approved. Arising therefrom:

**61/23/02** Members noted the excellent progress which had been made during the last two years under the current arrangement with the WMA, through which Chief Executive and other services had been provided to the Bedford Group and its three Member Boards. It was noted that the current agreement had already been extended and would expire on 22 March 2024. It was agreed and thereby RESOLVED to seek to extend the current arrangement with the WMA for a further period until 31 March 2025.

**ID Alconbury & Ellington IDB, Minute****Action**

**61/23/03** It was agreed and thereby RESOLVED to apply to join the WMA Group as soon as possible before 31 March 2025, if acceptable terms and conditions of membership could be established with the WMA.

**62/23 ANY OTHER CONFIDENTIAL BUSINESS**

**62/23/01** There was no other confidential business to discuss. The Chairman thanked members for their attendance and contribution, and declared the meeting closed.