

MINUTES of the ANNUAL GENERAL MEETING of the Board held on Tuesday 23<sup>rd</sup> May 2023 at 7 pm

At the old Nene Golf and Country Club, Muchwood Lane, Ramsey, Huntingdon, Cambs PE26 2XQ.

PRESENT: Mr P H Wagstaffe (Chairman)(PW), Mr A H Wagstaffe (AW), Mr L R Smith (LS), Mr R Waters (RW), Mr K R Abblitt (KA), Mr D R Smith (DS), Councillor E R Butler (EB), Councillor S Corney (SC), the District Officer and the Clerk.

AGM 23.1.

APOLOGIES were received from Mr D R Abblitt and Councillor R Brereton.

AGM 23.2.

DECLARATIONS of INTEREST

There were none.

AGM 23.3

APPROVAL of MINUTES

The approval of the Minutes of the AGM held on the 17<sup>th</sup> May 2022 having been proposed by EB and seconded by AW with all other members present voting in favour was given.

The approval of the Minutes of the EGM held on the 14<sup>th</sup> February 2023 having been proposed by EB and seconded by PW with all other members present voting in favour was given.

AGM 23.4.

MATTERS ARISING

From the EGM on the 14th February 2023:-

The following estimates were received from David Bantoft of the Middle Level Commissioners and after discussion accepted by the Board which directed that the work should be carried out:-

AGM 23.4.1

The cost of replacing the thrust bearing of the Stocking fen Pump £4000 + VAT.

AGM 23.4.2

The cost of refurbishing the slacker at Stocking Fen with new plate and winding gear £2000 + VAT.

AGM 23.4.3

AH had asked for an opportunity to quote for the drain clearance work in Stocking Fen this coming Autumn but now confirmed that he no longer wished to do so. Lattenbury Services will carry out the work at the cost of £500 per day. The District Officer had produced a map showing where the operations would take place and where the spoil will be spread, and written notice will be given to the owners/occupiers.

## AGM 23.5

### INDEPENDENT INTERNAL AUDITORS

The Board appointed Whittings LLP, Accountants, of March for the internal audit to be carried out this year on the Board's Accounts and Governance responsibilities for the year ending the 31<sup>st</sup> March 2023.

## AGM 23.6

### AGM 23.6.1

#### APPROVAL of STATEMENT of ACCOUNTS and ANNUAL GOVERNANCE and ACCOUNTABILITY

RETURN (AGAR) for the Year ending 31<sup>st</sup> March 2023.

The Clerk said these were not ready and will be presented for approval at the next meeting. He will submit them to Richard Hill of MLC for assistance in completion.

### AGM 23.6.2

CONFIRMATION of LIST of CHEQUES for Year ending 31st March 2023.

The Board based the Estimates for the year ending the 31<sup>st</sup> March 2024 on the nearly complete List of Cheques submitted to it at the EGM on the 14<sup>th</sup> February but there were some entries after that date up to the year end which needed to be added. The Clerk will send out a fully complete list for approval to the Board Members.

## AGM 23.7

DISTRICT OFFICER'S REPORT and DRAINAGE PROGRAMME for the current year:

The Board received the Notes of the Annual Drainage Inspection attached and approved the Action Points and Maintenance Programme proposed by the District Officer.

It was noted that the warning signage at Stocking Fen PS had been displayed in accordance with the Health and Safety Consultant's recommendation.

After discussion it was decided that DA be requested to investigate and erect a large gate in place of the single pedestrian gate at the compound at Stocking Fen PS so that it could be opened to allow the skip which catches the spoil cleared by the Weed Screen Cleaner to be removed, taken away and emptied from time to time. The District Officer agreed to clean the stone from the bank over the pathway entrance to the door to the Pumping Station and seed it with grass to preserve the bank.

The points in the Notes of the Annual Inspection concerning the defects in the work on the drainage outfall opposite the Accent Homes/Hill Partnership Development at Stocking Fen had been brought to the attention of Graham Moore of the Planning Department at MLC who is now following the matter up with the developers.

## AGM 23.8

APPOINTMENTS FOR THE YEAR ending 31<sup>st</sup> March 2024:

AGM 23.8.1 Chairman – Mr Peter Wagstaffe proposed by EB and seconded by LS with all members present voting in favour.

AGM 23.8.2 Vice Chairman – Mr Dale Abblitt proposed by RW and seconded by EB with all members present voting in favour.

AGM 23.8.3 District Officer – Mr Leo Butler at an annual fee of £3,000. together with vehicle mileage and other approved expenses proposed by PW and seconded by DS with all members present voting in favour.

AGM 23.8.4 Clerk to the Board – Mr John Chrisp at an annual fee of £6,500. together with car mileage and other approved expenses. It was proposed that the financial assistance from the Middle Level Commissioners shall start this year at the cost of £3,200 plus VAT as offered in their letter of the 6<sup>th</sup> January 2023 attached setting out the terms and conditions and nature of the work to be performed. Proposal of the Clerk's appointment, payment of his salary and expenses and the engagement of the MLC to provide financial services was made by PW, seconded by EB and all members present voted in favour.

#### AGM 23.9.4

#### BIODIVERSITY PLAN UPDATE

The new Biodiversity Officer employed by MLC has only recently taken up the post, so that no Updated Plan had been delivered and the Clerk will write for an update.

#### AGM 23.10

#### PLANNING APPLICATIONS

During the past year routine planning applications had been referred to Mr Graham Moore of MLC who has dealt with the relevant drainage requirements on behalf of the Board as their consultant.

#### AGM 23.11

#### CONSENTS TO DISCHARGE

##### AGM 23.11.1 Byelaw Consent given to Accent Homes / Hill Partnerships for outfall at Stocking Fen Road:

The condition of the workmanship has been brought to the attention of the developer and the remedial work required is being overseen by Mr Moore of MLC on behalf of the Board.

AGM 23.11.2 Byelaw Consent to be given to Rose Homes EA Ltd for outfall at the rear of 80A Newtown Road, Ramsey (Shotbolt's Yard) the terms of which have now been agreed with a Development Contribution payable of £23,000. It has been drafted but cannot be submitted for signature by the parties until the date for payment of the Contribution has been notified to the Board. The Clerk is pressing the developer for this date.

#### AGM 23.12

#### ELECTION OF MEMBERS

The terms of office of the Elected Members come to an end on the 30<sup>th</sup> of September 2023. The Clerk has set the Election Timetable and Notice of the Election of New Members will be published on the Board's Website on the 20<sup>th</sup> of July 2023 for an election to take place on the 29<sup>th</sup> of September 2023. All currently elected members wish to receive Nomination Papers which the Clerk will provide.

#### AGM 23.13

#### REGISTER of MEMBERS

The Clerk will ensure that any outstanding Register of Members forms are completed by all Board Members by the date of the EGM set for the 20<sup>th</sup> of June 2023.

#### AGM 23.14

#### ANY OTHER BUSINESS

The Clerk mentioned that Section 3 of the AGAR following last year's audit delays had been signed by the External Auditors PKF Littlejohn LLP on the 5<sup>th</sup> May 2023 and published on the Board's Website. The Auditor's observations in the Report were discussed by the Members present.

AGM 23.15

Notice of the EGM on the 20<sup>th</sup> of June 2023 at 7pm was duly noted.

The Meeting having commenced at 7 pm finished at 8.15 pm.