

THE BRAUNTON MARSH DRAINAGE BOARD

Clerk to the Board: Mrs Sue Squire
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Agenda for a Board Meeting to be held on **Thursday, 13 March 2025 in the Committee Room of Braunton Parish Council at 7.30pm.**

Sue Squire, Clerk to the Board, 6 March 2025

No.	Item																								
	Welcome to new co-opted Marsh Member, Mr Roger Berry.																								
1.	Apologies.																								
2.	Declarations of Interest.																								
3.	Approval of the Minutes of the Board Meeting held on 9 January 2025.																								
4.	Finance. Balances will be tabled. Details of Invoices paid / outstanding to date will be given. 4.1 To authorise the following payments: <table><tr><td>Mrs S Squire</td><td>Two monthly salary & expenses</td><td>Redacted under Data Protection</td></tr><tr><td>HM Revenue & Customs</td><td>PAYE</td><td>£125.00</td></tr><tr><td>Braunton Parish Council</td><td>Hire of room for meeting on 13/3/25</td><td>£17.00</td></tr><tr><td>Mr M Tucker</td><td>Invoice for any work carried out (included should this be received after the publication of the Agenda)</td><td>TBA</td></tr><tr><td>Resourceful Bookkeeping</td><td>Pay documents for March 2025</td><td>£3.25</td></tr><tr><td>Zurich Insurance</td><td>Renewal premium due on 10/3/25 Arrangements have been made for the insurance to remain in force after the renewal date pending the payment being approved at this meeting.</td><td>£255.54</td></tr><tr><td>Mrs S Squire</td><td>To ratify reimbursement for a deposit to The Imperial for the Chairman’s Lunch which the Clerk had to pay for by debit card at the time of the booking.</td><td>£120.00</td></tr><tr><td>Imperial Hotel</td><td>Chairman’s Lunch</td><td>TBA</td></tr></table> 4.2 Identification of Marshes. Mr D Hartnoll to advise on his progress. 4.3. IDB1 Form. To note that the Clerk completed and submitted the form ahead of the deadline date of 28/2/25 to: Defra; Environment Agency; Chief Executive of Devon County Council; Chief Executive of North Devon Council. An acknowledgement has been received from the Chief Executive of North Devon Council and Defra. 4.4. VAT Reclaim. To note that the sum of £1,299.96 for the period 1/9/24 to 31/1/25 has been submitted and the amount credited to the bank account. 4.5 Clerk’s Salary. The Chairman to advise on her research / calculations as a result of the internal auditor’s comments.	Mrs S Squire	Two monthly salary & expenses	Redacted under Data Protection	HM Revenue & Customs	PAYE	£125.00	Braunton Parish Council	Hire of room for meeting on 13/3/25	£17.00	Mr M Tucker	Invoice for any work carried out (included should this be received after the publication of the Agenda)	TBA	Resourceful Bookkeeping	Pay documents for March 2025	£3.25	Zurich Insurance	Renewal premium due on 10/3/25 Arrangements have been made for the insurance to remain in force after the renewal date pending the payment being approved at this meeting.	£255.54	Mrs S Squire	To ratify reimbursement for a deposit to The Imperial for the Chairman’s Lunch which the Clerk had to pay for by debit card at the time of the booking.	£120.00	Imperial Hotel	Chairman’s Lunch	TBA
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	4.6. Levy Rate – North Devon Council. The Clerk has advised North Devon Council of the amount and acknowledgement received in respect of the 2025/26 Levy, which is unchanged at £28,687.20. The Clerk has prepared the necessary Section 48 Notice which will be required by the Internal and External Auditor. 4.7. Preparation for the 2024/25 Audit. To agree that Westcotts Accountants of Barnstaple be appointed as the internal auditor.
5.	Matters Arising. 5.1 Invoice for removal of wasps nest. The Clerk has prepared an Invoice to Braunton Marsh Inspectors in respect of 50% of the cost - £45.50, shared between Braunton Marsh Inspectors and Braunton Marsh Drainage Board. 5.2 Water Level Management Plan. The document is in the process of being forwarded to new Board Members. 5.3 Mr Faulkner's Marsh. The Clerk has advised him that the pipe he laid under his Marsh will be removed. 5.4 Enforcement issues on the Marsh. To receive an update from District Councillors. To also be advised of the situation regarding dumped material on Mr Best's Marsh, reported at the last meeting. 5.5 Chairman's Lunch – 6/3/25.
6.	Clerk's Actions: ❖ Made payments ❖ Responded to planning applications, as follows: 79611 - Retrospective erection of an agricultural shed and adjacent hard landscaping at land at Gallowell Lane, Braunton. Two responses were submitted: It has been noted that the site is untidy and the appearance of the structure suggests that it is used for overnight accommodation. Braunton Marsh Drainage Board recommend that should the planning officer be minded to approve the application, that the Marsh is used for agricultural purposes only and kept in a tidy fashion. Further to the earlier comments submitted by Braunton Marsh Drainage Board, please take these additional comments into account. With regard to the rearing and reintroduction of grey partridge, it is strongly recommended that serious clarification is obtained as to what wildlife or environmental groups have been or will be involved in this venture. In addition, what measures will be in place to safeguard the birds in an area where shooting takes place and will these birds also be part of that? 77576 – White Cross Offshore Wind Farm. Braunton Marsh Drainage Board does not have any further comments to make from those already submitted. Planning Enquiry relating to The Stables, Sandy Lane, Braunton. No response was received and the Clerk was unable to submit any comments. It had been noted that if the Board had not responded in 2 weeks from the date of the letter, it would be taken that it did not have any comments to make, which was the case. ❖ Updated compliance

	❖ Replied to ADA that the Board would not be submitting a FERCM funding application Subsequent to this, ADA asked the reason why a funding application would not be submitted and the Clerk advised that there were no projects on the table, that there were no pumping stations, that the one penstock was remotely operated by the Environment Agency and that levelling devices had been installed. The Chairman was copied into the reply. ADA responded thanking the Board for supplying the reason. ❖ Completed the survey from ADA regarding the Board has a Code of Conduct in place and the type which has been adopted ❖ Has responded to the Membership Officer at ADA, who requested details of drainage rates and special levies.
7.	Compliance. To review the following Policies, circulated to Board Members ahead of the meeting for studying: ▪ Data Privacy Policy ▪ Data Protection Policy ▪ Subject Access Request
8.	Maintenance. 8.1 Levelling Devices for the Sluices. To discuss any other work required.
9.	Correspondence.
9.1	ADA. Flood spending process and funding review. Email circulated to Board Members on 29/1/25.
9.2	District Councillor Bell had emailed Board Members regarding wildfowling.
11.	White Cross Offshore Wind Farm. To receive an update on the position, should information be available.
12.	Items to note.
13.	Items raised at the Chairman's discretion.
14.	Date of next Meeting: Thursday, 15/5/2025 at 7.30pm in Braunton Parish Council Committee Room. This is a week later than usual, due to the Clerk being unavailable on 8/5/25 due to an event she is organizing to commemorate the 80th anniversary of VE Day.