

Chaired by: Mrs J Chesters		Clerked by: Mrs S Squire			
Present: Mr J Ashton Mr P Ashton Mr R Berry Mrs J Chesters Mr H Dart Mr D Hartnoll from Minute No. 4.4 District Councillor S Maddocks		Agenda: - Welcome to new co-opted Marsh Member Apologies Declarations of Interest Approval of the Minutes of the Board Meeting held on 9 January 2025 Finance Matters Arising Clerk's Actions Compliance Maintenance Correspondence White Cross Offshore Wind Farm Items to note Items raised at Chairman's Discretion Date and time of next meeting			
		Action:			
	The Chairman extended a welcome to new co-opted Marsh Member, Mr Roger Berry who completed the relevant paperwork.				
1.	Apologies. Mr D Chugg, Mr R Paelinck, Mr J Hartnoll, Mr W Hartnoll.				
2.	Declarations of Interest. None.				
3.	Approval of the Minutes of the Board Meeting held on 9 January 2025. Approved and signed as a correct record. Proposed by Mr J Ashton. Seconded by Mr P Ashton.				
4.	Finance. Balances: Lloyds Bank Community Account as at 13/3/25: £99,640.18 The Clerk advised that the account had been moved from a Treasurer's Account to a Community Account by Lloyds Bank. This involved a monthly fee of £4.25 and the first statement for the period 10/1/25 to 9/2/25 had been received. Details of Invoices paid / outstanding to date: Paid: £2,883.74. This amount included some arrears from previous years. Outstanding: £999.23. There is only one Levy Rate that is in arrears. 4.1 To authorise the following payments: Proposed by Mr P Ashton. Seconded by Mr J Ashton and unanimously agreed.	Clerk to ask Lloyds Bank why this had not been advised in writing Clerk to make payments by BACS			
	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Mrs S Squire</td> <td style="width: 40%;">Two monthly salary & expenses</td> <td style="width: 30%;">Redacted under</td> </tr> </table>	Mrs S Squire	Two monthly salary & expenses	Redacted under	
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		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)	No invoice received
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
Mrs J Chesters	Chairman's Lunch expenses at The Imperial Hotel £222.00 Flowers for the Clerk £ 30.00	£252.00

4.2 Identification of Marshes. Mr D Hartnoll advised that he was progressing this, having checked with Andrew Woolacott at Christie Estate and would now make a final check with Mr D Chugg, after which the Clerk would cross reference with the details she held to ensure all the details matched.

DH / DC / Clerk

4.3. IDB1 Form. It was noted that the Clerk had 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 had been received from the Chief Executive of North Devon Council and Defra.

For the benefit of new Members, details of the questions and answers were advised.

4.4. VAT Reclaim. It was noted 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.

The Clerk left the room for the next item.

4.5 Clerk's Salary. The Chairman advised on her research / calculations as a result of the internal auditor's comments and recommended that no further action was taken.

Proposed by Mr J Ashton, seconded by Mr D Hartnoll and unanimously agreed.

The Part II Confidential Minutes of 9 January 2025 were agreed and signed. Proposed by Mr J Ashton, seconded by Mr D Hartnoll and unanimously agreed.

	4.6. Levy Rate – North Devon Council. The Clerk had 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 had 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. The fee will be £455.00 plus reclaimable VAT. Proposed by Mr J Ashton. Seconded by Mr D Hartnoll and unanimously agreed.	
5.	Matters Arising. 5.1 Invoice for removal of wasps nest. The Clerk had prepared an Invoice to Branton Marsh Inspectors in respect of 50% of the cost - £45.50, shared between Branton Marsh Inspectors and Branton 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 had advised him that the pipe he laid under his Marsh will be removed. Members were advised that the second shed and hardstanding was still on his Marsh with an accumulation of waste material. 5.4 Enforcement issues on the Marsh. An update was received from District Councillor Maddocks. Mr Faulkner had agreed to clear up his Marsh and because of the comments in Minute No. 5.3, he will inform North Devon Council Enforcement Department that this has not been done. The Planning Application, referred to in Minute No. 6, bullet point 2, had been refused. It was noted that the Shoot had plans to use Mr Faulkner's barn to rear Partridge chicks. Regarding Mr Best's Marsh, it was noted that dumped material and items were still there, involving a quantity of metal, a caravan and a Land Rover. District Councillor Maddocks will inform North Devon Council Enforcement Department in relation to the caravan. 5.5 Chairman's Lunch – 6/3/25 at The Imperial Hotel. This had been a very enjoyable event although there was regret that a number of Members had been unable to attend.	SM
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, Branton.	

	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. Wrong address SM will advise and will have to be readvertised. ❖ 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. The following Policies were reviewed which had been circulated to Board Members ahead of the meeting for studying: ▪ Data Privacy Policy ▪ Data Protection Policy ▪ Subject Access Request Proposed by Mr J Ashton. Seconded by Mr P Ashton and unanimously agreed.	JC to check and confirm
8.	Maintenance.	

	8.1 Levelling Devices for the Sluices. These had been fixed and were working well.	
9.	Correspondence.	
9.1	ADA. Flood spending process and funding review. Email circulated to Board Members on 29/1/25. <i>Noted.</i>	
9.2	District Councillor Bell had emailed Board Members regarding wildfowling.	
10.	White Cross Offshore Wind Farm. District Councillor Maddocks advised that North Devon Council Planning Committee would be having a site meeting on 19/3/25 at Saunton car park which would include a tour of Braunton Marsh to see the Marshes that would be affected by the proposed work.	
11.	Items to note. None.	
12.	Items raised at the Chairman's discretion. A Members' barbeque to be an item for discussion on the May Agenda. Members were given the opportunity to raise any issues but no items were discussed.	May Agenda
13.	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 80 th anniversary of VE Day. The meeting ended at 8.43pm.	
Summary of Decisions: ➤ Part I and Part II Minutes of the Board Meeting held on 9 January 2025 ➤ Payments ➤ No further action to be taken as a result of the auditor's comments in relation to an overpayment to the Clerk ➤ Agreement that Westcotts Accountants of Barnstaple to be the internal auditor for the 2024/25 accounts ➤ Adoption of three Policies		
These Minutes are agreed by those present as being a true record.		
Signed: Chair of Braunton Marsh Drainage Board.		Date: