

MINUTES OF A MEETING OF BOW PARISH COUNCIL HELD ON 12 JUNE 2019
IN THE COMMUNITY ROOM OF BOW VILLAGE HALL

Present: Mr C D Nicks in the Chair,
Mrs D M Pritchett-Farrell,
Messrs C R McAllister, V Steer, T J Vanstone and G R Willis.
Cllr N Way and Cllr A White.
Clerk: Miss B D Ware.
Member of the Public: One

Apologies: Mr R P Edworthy.

PARISH COUNCIL

1. **Public Open Forum.** No members of the public present; nothing raised.
2. **Minutes.** The minutes of the meeting held on 8 May 2019, having been circulated in advance, were taken as read, approved as a complete and accurate record, and signed by the Chairman.
3. **Matters Arising:-**
 - (i) Bow's K6 telephone kiosk and A.E.D. via Community Heartbeat Trust (interior light fitting). Following the request for advice, BT confirmed it did not hold light cover removal tools but recommended trying electrical wholesalers, also suggested using a small socket head and had supplied a photograph of the tool. Info. had been passed to Mr McAllister who would pursue.
 - (ii) V.A.T. Year 2018-19. The reclaimed sum of £105.15 had been credited to the bank current account.

4. **Planning**

APPLICATIONS

[19/00856/HOUSE](#)

Proposal: Erection of an extension. Revised Scheme.

Location: Caerswell, Bow, Crediton, Devon EX17 6HQ

Site Vicinity Grid Ref: 272417 / 101728

Information had been conveyed electronically to Bow Parish Councillors on 28/05/2019.

Mt Steer declared an interest (neighbour) and left the meeting. Parish Council approved the application.

[19/00825/FULL](#)

Proposal: Conversion of agricultural barn to two dwellings.

Location: Harvest Barn and Old Threshing Barn 2 and 1 Natson Courtyard, (Natson Farm), Bow, Crediton EX17 6EN

Site Vicinity Grid Ref: 271559 / 100869

Information had been conveyed electronically to Bow Parish Councillors on 28/05/2019. Mr Willis declared a DPI and left the meeting. Parish Council approved the application.

[19/00916/CAT](#)

Proposal: Notification of intention to reduce overgrown beech hedge.

Location: Tavy Cottage, Bow, Crediton, Devon EX17 6HD

Site Vicinity Grid Ref: 272217 / 101718

Information had been conveyed electronically to Bow Parish Councillors on 06/06/2019. Parish Council approved the application.

CHANGE OF USE ACCEPTANCE

[19/00622/PNCOU](#)

Proposal: Prior notification for the change of use of an agricultural building to three dwellings under Class Q

Location: Land and buildings at NGR271558 100864 (Natson Farm), Bow, Crediton EX17 6EN

Site Vicinity Grid Ref: 271558 / 100864

M.D.D.C. DECISIONS

APPROVAL

[19/00559/HOUSE](#)

Proposal: Erection of a single storey extension.

Location: Oakfield Bungalow, Bow, Crediton, Devon EX17 6ER

Site Vicinity Grid Ref: 271792 / 101781

5. **Parish Council Election 2019 – Co-option.** Two Members needed to be co-opted to fill the two seats left vacant following the election, within seven weeks (35 working days). Two expressions of interest had been received: an email from Mr N Edworthy and a letter from Mrs L Hamilton were both read. On the proposal of Mr Steer, seconded by Mrs Pritchett-Farrell, it was agreed that both be co-opted. Declarations of Acceptance were needed before participating in the next meeting and their Registers of Interest needed completion and return to M.D.D.C. within 28 days.
6. **Review/revise bank signatories.** Two signatories, Mr Williams & Mr Yelland, had not stood for re-election so would be removed from the signatory panel. It was agreed two Members, Mrs Pritchett-Farrell and Mr Mc-Allister, would be added. Santander change of signatory documentation would be obtained.
7. **Burston Meadow Recreation Ground Committee Request for Donation towards Grass Cutting.** An email, which had invited Parish Council to meet at Burston Meadow Recreation Ground at 7.00p.m. (ahead of Parish Council meeting) to view progress including the changing rooms which were nearing completion, had also requested a donation to help pay for grass cutting. The email also thanked Parish Council for its continued support. Mr Steer, a Committee Member, reported that grass cutting, costing £500.00 (10 cuts @ £50.00 per cut) for 2019 season would be carried out by the Football Club who would cut the pitch, with volunteers cutting the remainder. The sum of £500.00 had been deducted from the Club's hire fees for 2019. Following consideration, it was agreed to donate 50% of the cost, i.e. £250.00, with the recommendation that the Committee also approach Zeal Monachorum Parish Council for 50% and if unsuccessful to suggest the Committee apply to the Devon Locality Fund. It was further reported that Section 106 Fund moneys (£13,000) had been received from the catchment of parishes which included Zeal Monachorum and been used to fit out the new changing rooms. It was understood that the Football Club intended removing the boiler, etc. from the portacabin at the Village Field for re-installing at Burston Meadow Recreation Ground changing rooms.
8. **1st Bow Scouts Archery Project, Request for Funding – Timber Shelter & Equipment, Update.**
Timber, multi-purpose, 12m x 4m, shelter. An online Planning application, in the name of Bow Parish Council, was in course of completion. Obtaining the third quotation for materials was in hand.
Metal shipping storage container. The storage container (gifted to 1st Bow Scouts via a Leader's employer) was on site at Burston Meadow.
Archery equipment. Obtaining the extra quotations required remained in hand.
When all information and quotations available, Parish Council to consider best options for funding.
9. **Annual Audit 2018/19.** The completed Certificate of Exemption had been sent to PKF Littlejohn LLP in May and was also published on Parish Council's website.
Annual Governance and Accountability Return (AGAR), Internal Audit. All councils were required to annually review the effectiveness of their system of internal control. Reliable assurance was required reference the council's internal controls and its management of risk. The review to include a separate review of internal audit (two principle aspects – compliance with standards and overall effectiveness) and to publicly report the outcome. An appointed internal auditor needed to be independent, qualified and competent. Having reviewed systems, etc. Members confirmed that, in their opinion, the system of internal control including the independent internal audit is effective. Mr Weeks had completed the internal audit swiftly and efficiently with all being found to be in order and the AGAR Annual Internal Audit Report had been duly completed and signed. Members agreed Mr Weeks be presented with H.T.A. garden gift vouchers to the value of £25.00, in recognition and thanks for his work.
10. **Annual Audit 2018/19, AGAR Part 2, Section 1 Annual Governance Statement.** A copy of the blank document had been emailed to Members in May. Members considered and agreed all the questions and the Governance Statement was duly completed and signed. It would be published on the website.

11. **Annual Audit 2018/19, AGAR Part 2, Section 2 Accounting Statements.** A copy of Section 2 Accounting Statements had been circulated to Members in May. Members approved the Accounting Statements and Section 2 was duly signed. It would be published on the website.
The Bank Reconciliation pro forma together with the Analysis of Variances pro forma had both been completed for publishing on the website.
The formal Notice for the Period for the Exercise of Public Rights had also been completed in readiness for publishing on the website. All documentation needed to be published by 1 July 2019.
12. **New HP ProBook Laptop Computer and (Microsoft Office 2019) Software, Purchase.** The Sony Vaio laptop, used by the Clerk for both Parish Council and Bow Waterworks work, purchased in 2009 by Bow Waterworks, had been failing of late. A new HP Probook laptop, with Microsoft Office 2019 Home & Business software, had been purchased utilising some of the Transparency Code funding obtained via D.A.L.C. Data had been copied to the new machine.
13. **D. C.C. Highways Matters.**
Speeding, A3072 western approach to village (proposed extension of 30m.p.h. limit). Given the stretch of road did not meet D.C.C. criteria on number of frontages for a 30m.p.h. speed limit, a proposed request for a Departure from (D.C.C.'s Local Speed Limit) Policy was in course of preparation by Mr Vanstone. He had also contacted local businesses and organisations, based in the vicinity, who had confirmed their support for the proposal – their written support, currently awaited, would be incorporated in the submission to D.C.C. The proposed draft submission would be circulated to Members, inviting their feedback. Cllr Way confirmed that he would also provide a letter of support when the draft submission had been finalised and agreed by Parish Council.
Vehicle Activated Speed Signs (V.A.S). acquisition. Nothing had been received or heard from D.C.C.
Godfreys Garden estate road. Cllr Way confirmed he understood that resurfacing work was in D.C.C.'s current programme.
Repainting double yellow lines. The section missed at Sutherlands (scaffolding across pavement/edge of road impinged access to lines whilst repainting ongoing) still awaited repainting. D.C.C. would be reminded again.
Water Lane, parking bay. The positioning of parked vehicles within the bay was discussed; in Members' view prior to the creation of the parking bay vehicles were parked closer to the wall/hedge leaving more room for large vehicles to pass, whereas vehicles were now parked in the bay but less close to the wall/hedge which left less room for large vehicles to pass. It was agreed to request D.C.C.'s removal of the white lined parking bay.
Parking penalties, Bow. From April 2018 to March 2019, 44 parking penalty notices had been issued in Bow.
14. **Monitoring of Services.**
D.C.C. Service satisfactory – comment would not be submitted.
M.D.D.C. Service satisfactory – comment would not be submitted.
15. **Correspondence.**
Kier, notification of proposed road closure, Bow Pound X to Bow Station X (Little Langford) 31/7/19-6/8/19.
D.A.L.C. Election of County Committee 2019 - 2023.
D.C.C. Natural Devon, Devon Community Action for Wildlife conference, 6/7/19 at Chagford, info.
Santander, business banking, updates – key messages missed from bank statements.
Devon Communities Together C.E.O., Impact Report 2018/19.
M.D.D.C. invitation to town & parish councils/neighbourhood plan groups, custom and self-build workshop, facilitated by Right to Build Task Force, at Tiverton 20 June 2019.
M.D.D.C. Council, 22/05/2019, agenda.
M.D.D.C. Cabinet, 30/05/2019, agenda.
M.D.D.C. Planning Committee, 05/06/2019, agenda.
M.D.D.C. Scrutiny Committee meeting, 10/06/19, agenda.
M.D.D.C. Economy Policy Development Group, 13/06/2019 agenda.
M.D.D.C. press release, Local Plan Review examination update 20th May 2019.
M.D.D.C. press release, funding available to homeowners and landlords for home improvements.
M.D.D.C. press release, 'Have you been approached by a company to install free insulation or a new boiler?'
M.D.D.C. press release, residents move into Council's new social housing homes at Burlescombe.

M.D.D.C. press release, Market Walk improvements completed this spring.
M.D.D.C. press release, Tiverton selects it's first 'Mum in a Million'
M.D.D.C. press release, work scheduled to revamp Crediton tennis courts.
M.D.D.C. Town and Parish newsletter, June 2019 issue.
D.A.L.C. newsletter, N.A.L.C. launched new C.I.L. guide, N.A.L.C. Data Protection Regulations update, new edition of The Practitioner's Guide, Making Tax Digital update, community emergency planning support from Devon Communities Together, D.C.C.'s new Doing What Matters grant fund info, D.C.C.'s Making the Connection grant fund info, etc.
D.A.L.C. newsletter, training – Being a Good Councillor, Chairmanship and Planning info, post-election deadline info, Audit and Accountability info, Community – VE day 75 8 May 2020 (75th anniversary of VE Day) international celebration of peace and N.A.L.C. Annual Conference & Exhibition 2019 28-29 October 2019 at Milton Keynes.
Devon Communities Together, conference 'Rural Futures', at Boniface Centre Crediton on 28/06/19.
Able Community Care Ltd Norwich, offering free 'Do Not Knock' door stickers to individuals and older people's groups.
Devon Communities Together, LOVE Devon magazine, issue 3.
Publications: Healthwatch Devon newsletter, NHS Devon CCG Commissioning Bulletin, and DCC Connectme (Devon County Show, mental health awareness week, Foster Care Fortnight, Devon organisations work together on a county-wide carbon plan, Pilates is helping life down on the farm (Pigs, Ploughs and Pilates!), Devon charts a course towards carbon neutrality, Communities transforming verges into wildlife bastions.)

16. **Finance.**

Bank balances brought forward: Deposit a/c £7,939.77, Current a/c £18,407.85
Interest of £45.14 credited to deposit a/c in May
Vat 2018/19 refund of £105.15 credited to current a/c
ACCOUNTS AUTHORISED FOR PAYMENT
Community First (insurance renewal due 1/6) £233.98
Burston Meadow Recreation Group (donation towards grass cutting) £250.00

17. **Any Other Business.**

(i) Bow and Arrow. A Parish Councillor attempting to submit copy, relating to Parish Council's proposal to extend the 30m.p.h limit west along the A3072, to the Bow and Arrow had been informed that a waiting list existed for publishing copy. Parish Council was disappointed that because of costs pages were being limited and seemingly advertisers were favoured over community issues which needed to be included but were not. Discussion of the publication ensued with queries raised and concerns expressed. Comparisons were also made with other neighbouring newsletters. How to address the matter was discussed. Initially, to enquire of the Treasurer the body it operated under and whether anyone was remunerated.
(ii) Vandalism. A fire had been set in the rear garden of a thatched property in Bow's main street which the property owner had requested be referred to and considered by Parish Council. It was understood that the fire, which had not been very recent, had not been reported to the police.
(iii) Dog fouling. An email from a visitor to Bow had drawn attention to dog fouling at Iter Park play area and a local resident had similarly voiced complaints about dog fouling at Iter Park play area and he had also highlighted a broken gate into that play area. Given the play area was the responsibility of M.D.D.C. both matters would be referred to M.D.D.C.
(iv) Parish Councillor, long service. Records indicated that Mr Yelland, having been elected in 1976 but who had stood down from May 1999 to September 2001, had completed over forty years service. Members wished to acknowledge that remarkable feat and convey thanks to Mr Yelland for his very long service. Suggestions on how best to recognise it were briefly considered, further consideration would be given at the next meeting. (Gifts to Members for long service, etc. to be funded privately, not from public funds.)

18. **Date of Next Meeting.** Wednesday 10 July 2019 at 7.30p.m. at the Community Room of Bow Village Hall.

This concluded the business and the Chairman declared the meeting closed at 9.30p.m.