

MINUTES OF A MEETING OF BOW PARISH COUNCIL HELD AT THE CLOSE OF THE ANNUAL ASSEMBLY
ON 10 APRIL 2019 IN THE COMMUNITY ROOM OF BOW VILLAGE HALL

Present: Mr T J Vanstone, Vice Chairman, in the Chair,
Mrs D M Pritchett-Farrell,
Messrs R P Edworthy, C R McAllister, C D Nicks (part only), V Steer, M C Williams
and R J Yelland.
Cllr J Squire and Cllr N Way.
Clerk: Miss B D Ware.
Members of the Public: Two

Apologies: Mrs L A Hamilton.

PARISH COUNCIL

1. **Public Open Forum.** Nothing raised.
2. **Minutes.** The minutes of the meeting held on 13 March 2019 and of the special Planning meeting held on 20 March 2019, having been circulated in advance, were taken as read, approved as complete and accurate records and signed by the Vice Chairman.
3. **Matters Arising:-**
 - (i) Bow's K6 telephone kiosk and A.E.D. via Community Heartbeat Trust. Mr McAllister and Alex Bowden Electrical had been unable to remove the unusual light fitting cover (secured with recessed triangular headed bolts) in order to replace the light bulb. The Clerk would seek advice from BT. It was reported that the A.E.D. device had recently been accessed, but not deployed, by someone needing a First Aid kit.
4. **Planning**

APPLICATION
[19/00559/HOUSE](#)
Proposal: Erection of a single storey extension.
Location: Oakfield Bungalow, Bow, Crediton, Devon EX17 6ER
Site Vicinity Grid Ref: 271792 / 101781
Information had been conveyed electronically to Bow Parish Councillors on 04/04/2019 but difficulty had been experienced by some Members in accessing M.D.D.C.'s website Planning pages.
Mr Edworthy declared a DPI and left the meeting. Parish Council approved the application.

M.D.D.C. DECISION
APPROVAL
[19/00070/LBC](#)
Proposal: Listed Building Consent for the installation of a wood burner and chimney pot
Location: Reeves House, Bow, Crediton, Devon EX17 6EN
Site Vicinity Grid Ref: 271959 / 101809
5. **Local Council Elections 2019.**
 - (i) **Bow Parish Council Election.** The nine seats had been uncontested; seven seats (six returning members and one new member) had been filled, therefore there would not be a poll on Thursday 2 May 2019. Declarations of Acceptance would need to be completed, signed and attested prior to any business being transacted at the next meeting. Members would also each need to complete a Register of Interests. Formal Notices of the result had been posted. The two vacancies would be publicised in the May Bow and Arrow, inviting expressions of interest in being co-opted.
 - (ii) **District Council Election, Upper Yeo Ward.** The one seat was being contested; two candidates (Mrs Jill Doe Conservative and Mr Alex White Liberal Democrat) stood nominated, therefore there would be a poll on Thursday 2 May 2019. Formal Notices had been posted and information would be published in the May Bow and Arrow.
6. **1st Bow Scouts Archery Project, Request for Funding – Timber Shelter, Storage Container & Equipment, Update.**
Scout Leader, Mr Metcalf, had submitted a written application detailing the intentions and listing all the benefits

of the archery range project. The Agreement between 1st Bow Scouts and Burston Meadow had been completed. The timber multi-purpose, 12m x 4m, shelter required Planning consent. Application completion was in hand and a M.D.D.C. fee of £462.00 applied, which was also requested. Costs of timber had been supplied (? incl./excl. vat) but the featheredge timber requirement had not been quantified or costed. Two other quotations would be needed.

Metal shipping storage container. Two options, viz. used £1,345.00 (optional extras, a lockbox £60 & padlock £50 were also required) and new (one sea voyage) £1,825.00, delivery £350.00, all plus vat, had been obtained and were provided. The preference for used or new had not been specified and Members queried whether containers had been viewed with differences evaluated, wondering whether a new one would be a better longer term investment particularly given cost was just £300-£400 more.

Archery equipment. A quotation at £1,392.48 (£1,160.37 + vat) had been obtained and was provided. Further liaison with M.D.D.C. Section 106 Officer would be necessary when all information and all quotations gathered. The Clerk had requested a Sect.106 Fund application form. The Officer was currently on leave. Cllr Way advised that funding via D.C.C. Locality Fund or Invest in Devon Fund (from mid May) were also options. On the proposal of Mr Steer it was agreed to fund the Planning application fee of £462.00 but to suggest to the Scouts that the application be in the name of Bow Parish Council given it attracted 50% discount.

7. **Artrose Cottage, Bow, Incident 2016.** The landlord of let property, Artrose Cottage, had conveyed an incident involving an unattended toddler in a baby buggy rolling off the raised cobbled footpath (Listed structure) into the main A3072 road, early in 2016. The landlord had pursued the matter at some length with M.D.D.C. who had stated that it was not their responsibility and had possibly also engaged with D.C.C. Documents submitted to Bow Parish Council comprised a letter (read to the Members), a risk assessment, map and photographs (circulated). The landlord requested Parish Council consider and determine what safety features it would consider appropriate to avoid future accidents. After discussion, during which it was stated that Parish Council did not own the raised cobbled footpath, nor did it have responsibility for it or its maintenance and didn't have authority over the highway, it was agreed to send a copy of the letter to D.C.C. and to respond to the landlord to say that the letter had been passed to D.C.C. also advising that the raised cobbled footpath is not owned by Bow Parish Council nor did Bow Parish Council have authority over the highway, to also say that if he had suggestions regarding the raised cobbled footpath which he wished to pursue an option would be for him to submit a Planning application to Mid Devon District Council. Not being a Parish Council matter, Members felt that the issue was between the owner and D.C.C.
8. **Annual Audit 2018-19.** PKF Littlejohn LLB had been appointed by Smaller Authorities Audit Appointments Ltd (S.A.A.A.) as the external auditor for five years (2017/18 to 2021/22). Instructions to ensure compliance with relevant statute and regulations regarding accounts and audit had been received – all instructions being supplied by email and website links. Income and expenditure levels determined which type of limited assurance review was required, i.e. Annual Governance and Accountability Return (A.G.A.R.) part 1, 2 or 3. For 2017/18 Parish Council's Receipts and Payments levels being abnormally high required A.G.A.R. Part 3, however for 2018/19 Receipts and Payments were both below £25,000 and given that other qualifying criteria had been met, Parish Council was eligible to self certify as exempt from a limited assurance review. A.G.A.R. part 2 plus supporting documentation required completion and publishing on a public website, but not submission to the external auditor. Bow Parish Council favoured and agreed to self-certification as exempt. The Certificate of Exemption would be completed and signed. PKF Littlejohn LLB did not levy a charge for exempt smaller authorities. The Clerk had approached Mr Weeks who was happy to carry out the internal audit, to which Parish Council agreed.
9. **D. C.C. Highways Matters.**

Speeding A3072 western approach to village (proposed extension of 30m.p.h. limit). Cllr Way did not know whether speed checks in 30ph zone had yet been conducted by D.C.C. Neighbourhood Team Highways Officer Mr Tucker. Cllr Way would remind Mr Tucker to carry out speed checks. It was felt that the optimal time for checks to be carried out would be during the morning/afternoon rush hour or during school run times.

Vehicle Activated Speed Signs (V.A.S.). Nothing had yet been received or heard from D.C.C.

Godfreys Garden estate road. Cllr Way understood that D.C.C.'s intention was now to carry out spray injection patching (from Highways spray injection patching fund) rather than micro asphalt the whole estate, as had been understood in 2017. Cllr Way said that surfacing work was generally carried out from April to October.

Road repairs. A Member commented that on that morning a drain cover on the A3072 had been repaired but that three vehicles with a total of six workmen had attended to carry out the job. Parish Councillors said that did not

represent good value for money and that money needed to be spent wisely. Cllr Way commented that Ms Meg Booth, D.C.C. Chief Officer for Highways, Infrastructure Development and Waste, was aware that some practices were less than ideal but he also commented that it took time to turnaround practices of such a large operation. Members felt that poor communication existed within D.C.C./M.D.D.C. but also opined that poor communication, in general, had become fairly commonplace within large organisations.

New public bench (donated by the Brett family). Nothing had yet been heard/received from D.C.C.

Devon Highways, Roadmap - Parish & Town Council Update Spring 2019 (funding news, ash dieback, pothole reporting, community works training, parish & town council conferences 2019, etc). To be sent electronically to all Members.

Damaged concrete drainage kerbstone, Winsor Hse. Drainage kerbstone(s) had again been damaged and would be reported to D.C.C

D.C.C. Highways Surgeries, Crediton Library. Regular (1st & 3rd Thursdays monthly) surgeries, attended by D.C.C. Neighbourhood Team Highways Officer Mr Tucker and Cllr Way, were opportunity to raise issues direct. Members were disappointed at the seeming lack of action on a range of Highways matters and some expressed the intention of attending a surgery on 18 April 2019. The Clerk to arrange an appointment.

10. **Monitoring of Services**

D.C.C. Service satisfactory – comment would not be submitted.

M.D.D.C. Service satisfactory – comment would not be submitted.

11. **Correspondence.**

M.D.D.C. Planning, changes to Council's duty Planning service – from 15/04/2019 the duty planning walk-in service and the planning officer call-back service will be appointment only and charges will apply.

M.D.D.C. Invitation to a stakeholder workshop, Phoenix House 27/3/19, for the Mid Devon Design Guide (up to two representatives), reminder.

D.C.C. [Reuse credit scheme](#) consultation (25/2/19 – 5/4/19). Consultation deadline extended to 12/04/2019.

Devon Communities Together, Devon Rural Futures conference 28 June 2019 at the Boniface Centre Crediton.

Devon Communities Together, Devon Community Resilience Forum, (workshops and presentations from various organisations), at Bishop Nympton on 13 June 2019.

M.D.D.C. Community Policy Development Group, 15/03/2019, agenda.

M.D.D.C. Scrutiny Committee, 18/03/2019, agenda.

M.D.D.C. Audit Committee, 19/03/2019, agenda.

M.D.D.C. Community Policy Development Group, 19/03/2019, agenda.

M.D.D.C. Planning Committee, 03/04/2019, agenda.

M.D.D.C. Cabinet, 04/04/2019, agenda.

M.D.D.C. press release, Council features staff Upskilling Apprenticeships in support of National Apprenticeship Week 2019.

M.D.D.C. press release, community group finds new use for old telephone box with dental recycling initiative.

M.D.D.C. press safeguarding awareness release, for taxi drivers.

M.D.D.C. press release, competition is on to find Tiverton's 'Mum in a Million' ahead of Mothers' Day 2019.

M.D.D.C. press release, residents reminded to be vigilant with energy scheme cold callers.

South Hams District Council and West Devon District Council, North Tawton Neighbourhood Plan consultation 08/04/2019 to 20/05/2019.

Devon Communities Together, LOVE Devon newsletter March 2019.

Devon Communities Together, Devon Community Learning Academy sector wide training needs survey 2019.

M.D.D.C. Town and Parish newsletter, April 2019 issue.

Nick Harvey, Seafarers^{UK}, 'Fly the Red Ensign for Merchant Navy Day' on 3 September 2019, information.

D.A.L.C. newsletter, membership to the Devon Association of Local Councils

D.A.L.C. newsletter, Elections 2019 information.

Publications: Healthwatch Voices Bulletin and DCC Connectme

12. **Finance.**

Bank balances brought forward: Deposit a/c £7,894.63, Current a/c £19,131.69

Parish Precept – £4,729.15 (50% of £10,000.00, less DAPC subscription) credited to current a/c

ACCOUNTS AUTHORISED FOR PAYMENT

Nil

13. **Any Other Business.**

- (i) Elections. Mr Steer extended Parish Council's thanks to the two retiring Parish Councillors, Mr Williams and Mr Yelland, for their many years of service to the parish and also to Cllr Squire who was retiring after three terms in office as Ward Member for the Upper Yeo ward.
- (ii) M.D.D.C. website Planning. Cllr Mrs Doe offered to raise the matter with M.D.D.C. that difficulties were being experienced with the Planning pages of the website, for which she was thanked.
- (iii) Health hub Crediton. Cllr Way said that a Planning application for the new building on the site opposite Wellspark would be submitted shortly. During a phase II, organisers hoped to add further services. A current general lack of G.P.s existed, therefore how to provide services needed consideration. Some work was being carried out by specialist practitioners and nurses, senior practitioners were being used more (some European nurses were leaving).

14. **Date of Next Meeting.** Wednesday 8 May 2019 at 7.30p.m. at the Community Room of Bow Village Hall (subject to venue availability).

This concluded the business and the Vice Chairman declared the meeting closed at 9.25p.m.