

Bow Parish Council Minutes 18.4.2018
MINUTES OF A MEETING OF BOW PARISH COUNCIL HELD FOLLOWING THE ANNUAL ASSEMBLY
ON 18 APRIL 2018 AT 7.30P.M. IN THE COMMUNITY ROOM OF BOW VILLAGE HALL

Present: Mr C D Nicks in the Chair,
Mrs L A Hamilton and Mrs D M Pritchett-Farrell,
Messrs R P Edworthy, T J Vanstone, M C Williams and R J Yelland.
Cllr Way (part only).
Members of the Public Nil.
Clerk Miss B D Ware.

Apologies: Messrs C R McAllister and V Steer and Cllr Squire.

PARISH COUNCIL

1. **Public Open Forum.** Nothing raised.
2. **Minutes.** The minutes of the meeting held on 14 March 2018, having been circulated in advance, were taken as read, approved as a complete and accurate record, and signed.
3. **Matters Arising:-**
 - (i) Community helipad. DAAT advised that MAT Electric's quote for an annual service and maintenance contract had been issued because several communities had enquired about a maintenance contract, also advising various measures were in place in terms of monitoring the system, including a manual switch to operate lights which it was recommended be checked periodically (monthly). A small LCD battery, with a lifetime of 5-7yrs, would need checking in the future. DAAT stated that MAT Electrics had been asked to put the system together so it wouldn't need lots of maintenance, that it was all robust kit and with monitoring involved any problems should be picked up early. Parish Council agreed a contract wasn't needed. Mr Yelland kindly volunteered to switch on the lights monthly and was thanked. DAAT had also confirmed payment of a grant of £212.00, representing the labour element of A Bowden Electrical invoice, subject to Terms and Conditions. Parish Council agreed the Terms & Conditions (as previous T & C) be signed and returned to DAAT.
 - (ii) Defibrillator, situate Village Hall, protection/guarding. Mr Vanstone brought the new guard bar which had been made; it would be painted and affixed by Mr McAllister. Invoice from Earp engineering awaited.
 - (iii) Bow Conservation Area. Mr P Dadson, M.D.D.C. Conservation officer, had requested a site meeting with D.C.C. Neighbourhood Team Mr Tucker and the Clerk, arranged for 25/4/18. Impact damage to the raised cobbled footpath (damaged handrail and dislodged stones) had been reported to DCC and repaired late March. The body responsible for keeping the flights of stone steps in good, safe, order (tidy, etc) needed establishing.
 - (iv) Bow's K6 telephone kiosk, A.E.D. via Community Heartbeat Trust. C.H.T. had been sent a (before) photo with enquiry re. free paint kit. Signs 'Defibrillator' to roll over old 'Telephone' Perspex signs and gold paint passed to Mr McAllister.
 - (v) Town, Parish and Community Fund (T.A.P.) 2017/18. 1st Bow Scouts' T.A.P. application for troop tents had been successful; M.D.D.C. had agreed to support the sum requested in full. 1st Bow Scouts had placed an order for the tents and thanked Parish Council for supporting the application. Cllr Way asked the Clerk to request the Scout Leader, Mr Metcalf, to contact him.
 - (vi) Post Office mobile outreach service. The unreliable mobile van service had failed to attend, yet again, on 18/4/18, again leaving would-be customers aggravated and disappointed. Mr Nicks would enquire whether Bow Garden Centre might consider providing some form of Post Office facility.
 - (vii) Burston Meadow Sports & Recreation Ground. The Committee was due to meet the following day (19/4/18) when the Committee expected to learn whether Sect.106 funds (£13,000) from the catchment area of parishes which included Zeal Monachorum would be forthcoming.
 - (viii) Den Brook Wind Farm Community Fund. Mr Nicks and Mrs Hamilton had attended a meeting, 11/4/18, at which sums to be awarded to the first tranche of applicants, was agreed. Mr Nicks reported, two Bow organisations had been successful, full information would be published in the Bow and Arrow and the Crediton Courier.
4. **Planning**
APPLICATIONS
[18/00186/HOUSE](#)
Proposal: Erection of single storey extension to rear, extension to porch and replacement boundary wall.
Location: 8 Hobbs Way Bow Crediton Devon EX17 6JZ
Site Vicinity Grid Ref: 271970 / 101578
Information had been conveyed electronically to Bow Parish Councillors on 16/3/18.
Parish Council approved the application.

[18/00541/HOUSE](#)

Proposal: Alterations to roof to include increase in height and erection of conservatory.

Location: Longridge Bow Mill Lane Bow Crediton Devon EX17 6JE

Site Vicinity Grid Ref: 271832 / 101656

Information had been conveyed electronically to Bow Parish Councillors 11/4/18. Parish Council approved appln.

[18/00571/FULL](#)

Proposal: Conversion and change of use of shop into two ground floor flats.

Location: Preston House, Bow, Crediton Devon EX17 6EZ

Site Vicinity Grid Ref: 272187 / 101754

Information had been conveyed electronically to Bow Parish Councillors on 16/4/18.

Mr Edworthy declared a personal interest and a D.P.I. and left the meeting. Concerns included the regrettable loss of the last remaining shop in the village, over-development of the site (total of five flats from one property) also if consent granted, given inherent difficulty (over pavement, near bus stop, etc) of accessing the new parking area to rear of premises, it would be unlikely to be used at all times adding to the existing pressure on on-street parking.

M.D.D.C. DECISIONS – APPROVALS

[17/01507/FULL](#)

Proposal: Conversion of barn to dwelling

Location: White Hart Hotel Bow Crediton Devon EX17 6EN

Site Vicinity Grid Ref: 271942 / 101806

[18/00187/FULL](#)

Proposal: Erection of a general purpose agricultural storage building.

Location: Land and Buildings at NGR 273060 101676 (Rosemont) Bow Crediton Devon EX17 6JP

Site Vicinity Grid Ref: 273060 / 101676

5. **Devon Rural Housing Partnership, Affordable Housing in Bow.** Rural Housing Enabler Ms Alexander had been invited to either Annual Assembly or the May meeting to address Parish Council on a Housing Needs survey etc. Regrettably she had been unable to attend on either date but would be invited to a future meeting when dates for the forthcoming Council year had been set.
6. **Jackman Car Park, Dumped Wheels (x 2) with Tyres.** Two wheels with tyres had been dumped at Jackman car park in early March, with Members being informed on 21 March. Mr Williams had kindly offered to strip the tyres from the wheels and take to Punchbowl Recycling Centre (passing receipt for tyres x 2 disposal charge to the Clerk). Mr Williams was thanked.
7. **V.A.T. For Year 2017-18.** Changes to the method of reclaiming v.a.t. had been announced by H.M.R.&C. with a new reference number issued. The claim form required completing online, printing, signing and being posted. A sum of £5,722.23 had been reclaimed, refund awaited.
8. **Annual Audit.** The Smaller Authorities Audit Appointments (S.A.A.A.) had appointed PKF Littlejohn LLB as the external auditor for five years (replacing Grant Thornton), effective 2017/18. Instructions to enable councils to comply with statute and Regulations had been supplied via electronic links, some info. also supplied via D.A.L.C. Some changes to previous years –
New Annual Governance and Accountability Return (A.G.A.R.) 2017 document replaced the Annual Return: format was similar to that of the Annual Return, with similar information and supporting documents required.
Income and expenditure levels determined which type of limited assurance review required (A.G.A.R. part 1/2/3)
A major change – eligible smaller parishes (below £25,000 for both annual Receipts and Payments, etc.), could self-certify themselves as an exempt authority from a limited assurance review, whereby the A.G.A.R. and supporting documents did not need to be submitted to the external auditor but be published online (in effect the community scrutinised, serving as the eyes of the auditor). Bow Parish Council favoured self-certifying as exempt but enquiries needed given exceptional level of 2017/18 receipts and payments
Internal audit to be conducted ahead of councils approving accounts – Clerk had approached Mr Weeks who was happy to carry out the internal audit, which Parish Council agreed.
Publication of Electors Rights, councils could set their own dates, comprising 30 consecutive working days which must include the first 10 working days of July.
A Practitioners' Guide, Governance and Accountability for Smaller Authorities in England, March 2018, issued.
PKF Littlejohn LLB scale of fees published, R. & P. 0 - £25k fee nil, R. & P. £25k - £50K fee £200.00+vat, etc.

9. **D. C.C. Highways Matters.**

Proposed extension of 30m.p.h. limit, A3072 west of village. Speed checks had not yet been carried out but it was reported that D.C.C. Highways officer Mr Tucker intended conducting a check.

Repainting lining (faded sections of double yellow lines along main street and white line junction of Junction Rd-Churchlands + elsewhere). The white line at junction of Junction Rd with Churchlands had been repainted at the end of March and double yellow lines in the village had been repainted but some gaps remained where the lining vehicle had been unable to access the kerb because of parked vehicles, etc.

Potholes (size criteria). Cllr Way, having attended a D.C.C. meeting, advised that in cases of a series of potholes the intention was now for contractors to repair all potholes when on site, rather than the current practice of only repairing those which met the size criteria and leaving others which didn't.

Drainage. D.C.C., having given consideration to highway drainage, intended that more of its budget be used on drainage, representing a change in D.C.C.'s policy. Cllr Way reiterated that Parish Lengthsmen no longer existed.

Godfreys Gardens resurfacing. Cllr Way understood that work should be carried out in the current financial year.

Contractors Skanska. Cllr Way reported that the Skanska contract may not have been managed as it should have been; D.C.C. was looking to correct matters in the current year.

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. Communications, Notification of key decisions – April.

M.D.D.C. Audit Committee, 20/3/18, agenda.

M.D.D.C. Planning Committee, 21/3/18, agenda + supplement 'Recommendation from the Standards Committee 14 March 2018 Planning Procedures'.

M.D.D.C. Community Policy Development Group, 27/3/18, agenda.

M.D.D.C. Cabinet meeting, 5/4/18, agenda.

M.D.D.C. Scrutiny Committee, 16/4/18, agenda.

M.D.D.C. Planning Committee, 18/4/18, agenda + supplement (Updated Performance for Quarter 4) to agenda.

M.D.D.C. press release, 'Any Bin Will Do'.

M.D.D.C. press release, Council marks Commonwealth Day.

M.D.D.C. press release, Building Control Officer recognised in superstar awards.

M.D.D.C. press release, Land Charges duo celebrate success in National awards.

M.D.D.C. press release, Changes to legislation regarding houses in multiple occupation.

M.D.D.C. press release, Closure Order issued in Tiverton to stop drug dealing.

M.D.D.C. press release, Rotary Club donates 50 trees to Council for planting in Tiverton.

M.D.D.C. press release, Licensing advice big hit with businesses.

Victim Support, requesting financial contribution towards ongoing development of work.

Devon Voluntary Action (DeVA), Voluntary Voice Elections 2018 info.

D.A.L.C. newsletter, staff changes, new website, NALC calling on govt. to fund new data burden, Practitioners Guide for 2018/19, GDPR Toolkit, consultations, DCT Neighbourhood Planning course, etc.

D.A.L.C. newsletter, incl. training courses, Local Council Award Scheme, Legal, Section 137 limit for 2018-19, GDPR update, etc.

Publications: Local Council Review, Healthwatch Devon newsletter, Healthy People and D.C.C. connectme.

12. **Finance.**

Bank balances brought forward: Deposit a/c £7,865.65, Current a/c £13,860.47

Parish Precept 2018/19 of £9,234.67 (£9,500.00 less DALC subscription) received and credited to current a/c.

ACCOUNTS FOR PAYMENT

Nil

13. **Any Other Business.**

(i) Health and Wellbeing Day, 24/4/18 at Boniface Centre, Crediton. Cllr Way, Vice Chair of Committee, advised that health re-organisation issues would be discussed.

(ii) General Data Protection Regulation (G.D.P.R.). The new Regulation, coming in to force 25 May 2018 replacing earlier legislation (Data Protection Acts 1984 & 1998), would overhaul how organisations process and handle data (personal data being any information relating to an individual), with financial penalties for non compliance. Regulation appeared to require appointing a Data Controller and a Data Protection Officer (DPO), however

certain aspects were still being debated at government level and it was unclear whether parish clerks could fulfil the DPO role. First steps would comprise an information audit and production of privacy notices. The Information Commissioner's Office had produced a document, Preparing for the General Data Protection Regulation, 12 steps to take now, and the National Association of Local Councils had produced a General Data Protection Regulation Toolkit, both for councillors and staff. Links to both documents would be supplied to Members, with further consideration given at the next meeting.

(iii) Mrs Pritchett-Farrell reported on recent meetings (Bow Medical Practice Patients Participation Group and Mid Devon Patients Forum – Mid Devon being a sub-locality of the Eastern Locality of NEW Devon Clinical Commissioning Group) and the current less than satisfactory situation which prevailed. She commented on a move to engage with pressure groups opposing closure of local hospitals, etc. C.C.G. was engaging with P.P.G.s and P.P.G.s were engaging with communities. Commenting on the uncertainty prevailing, she said that a new structure and framework were to be created then a strategy needed formulating.

14. **Date of Next Meeting.** Wednesday 9 May 2018 at 7.30p.m. at the Community Room of Bow Village Hall (subject to venue availability).

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