

MINUTES OF A MEETING OF BOW PARISH COUNCIL HELD ON 11 OCTOBER 2017 AT 7.30P.M.
IN THE COMMUNITY ROOM OF BOW VILLAGE HALL

Present: Mr C D Nicks in the Chair,
Messrs R P Edworthy, C R McAllister, V Steer, T J Vanstone and M C Williams.
Mid Devon District Council Conservation Officer Mr P Dadson.
Members of the Public Nil
Clerk Miss B D Ware.

Apologies: Mrs L A Hamilton, Mrs D M Pritchett-Farrell, Mr R J Yelland, Cllr J Squire & Cllr N Way.

PARISH COUNCIL

1. **Public Open Forum.** No members of the public present, no matters raised.
2. **Minutes.** The minutes of the meeting held on 13 September 2017, having been circulated in advance, were taken as read, agreed as a complete and accurate record and signed by the Chairman.
3. **Matters Arising:-**
 - (i) Den Brook Wind Farm, Community Fund. Mr Nicks reported that publicising the fund in local press (including the Bow and Arrow) had been arranged for November.
 - (ii) Community helipad, proposal. For purposes of clarifying which firm had responsibility for each element of electrical installation, a brief site meeting had been arranged, on 2/10/17 with D.A.A.T. Mr Russell, MAT Electrics Mr Jones, Alex Bowden Electrical and Parish Council Clerk and Mr McAllister present. Although Bow Village Hall & Field Management Committee agreed to an above ground cabinet, they requested it be sited adjacent to the new lighting column, however at the site meeting it was stated that as the Western Power Distribution supply required a cabinet by the portacabin, to install another (for new lighting column electrics + equipment) adjacent to the new light column, meant there would be two – D.A.A.T., MAT Electrics and Alex Bowden all felt the best option to be one larger cabinet sited beside the portacabin. That situation had been conveyed to Bow Village Hall & Field Management Committee (no objections received). Parish Council was agreeable to one larger cabinet. It was understood the portacabin was likely to remain in situ for the foreseeable future – if, in the future, it was removed, and if at that time Bow Village Hall & Field Management Committee required the cabinet to be re-positioned to beside the lighting column, which would incur W.P.D. charges to move their supply, that would need to be addressed at the time.
 - (iii) Defibrillator, situate Village Hall, protection/guarding. Mr Williams had effected very tidy repair of damaged lid and was thanked. Bow Village Hall & Field Management C/tee had no objection to guarding being installed but expressed concerns about sharp metal corners at children's head height, asking that corners be rounded. Williams suggested it be made using tubular stainless steel. Mr Vanstone would request a quotation from Earp Engineering to enable consideration at the next meeting.
 - (iv) Parish Council notice board, renovation and relocation to Iter Park. Work had been completed, with the board installed at the entrance to Iter Park. Thanks were expressed to all involved.
 - (v) Dog waste bins. M.D.D.C. had fitted a new lid to bin at junction of Sanders Rd-Station Rd and had advised that all lockable bins are locked. Mr Williams offered to survey bins.
 - (vi) Annual audit. Grant Thornton UK LLP had completed the audit, certificate and report received. The external auditor stated, based on their review of the Annual Return, in their opinion the information in the Return was in accordance with proper practices and no matters came to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met. Invoice for standard charge, £100.00 + vat, awaited. Under other matters the auditor commented the Internal Auditor affirmed internal control objective for petty cash whereas Parish Council did not operate a formal petty cash system (Clerk recorded stationery, etc. expenses in a cash book, which Internal Auditor had checked), the internal audit report should have stated 'Not covered'. To conclude, a Notice of Conclusion of Audit & Local Government Electors' Rights to obtain/inspect/copy, the Statement of Accounts and Auditor's Certificate & Report had been published. (A charge of £2.00 to be made for a copy of Return.) The year 2016/17 was the last of five years with Grant Thornton as external auditors: from 2017/18 new external auditors had been appointed.
 - (vii) Gifted public seat, the late Mr & Mrs Brett. Parish Council confirmed the site of Burston Meadow Sports and Recreation Ground for the new seat.

4. **Planning**

APPLICATIONS

[17/01473/HOUSE](#)

Proposal: Erection of workshop for restoration of old tractor

Location: Touchwood Bow Devon

Site Vicinity Grid Ref: 272465 / 101770

Information had been conveyed electronically to Bow Parish Councillors on 19/9/17. Messrs Steer (neighbour), Edworthy and Williams (personal interest, family member) declared interests and left the meeting. Parish Council did not have any comment to make but Members were aware of concerns expressed by neighbours which Parish Council would convey to M.D.D.C.

[17/01507/FULL](#)

Proposal: Conversion of barn to dwelling

Location: White Hart Hotel Bow Devon

Site Vicinity Grid Ref: 271942 / 101806

Information had been conveyed electronically to Bow Parish Councillors on 20/9/17. Messrs Edworthy and McAllister declared interests and left the meeting. Parish Council approved the application.

[17/01506/HOUSE](#)

Proposal: Erection of single storey rear extension

Location: Millbank Bow Mill Lane Bow Devon

Site Vicinity Grid Ref: 272096 / 101216

Information had been conveyed electronically to Bow Parish Councillors on 27/9/17. Mr Edworthy declared an interest and left the meeting. Approved.

M.D.D.C. DECISION

APPROVAL

(+ NOTIFICATION OF APPLICATION PLACED ON AGENDA OF PLANNING COMMITTEE 4/10/17)

[17/00855/MFUL](#)

Proposal: Erection of extension to garden centre to form additional retail space, pallet store, covered entrance and covered outdoor areas and erection of a separate warehouse following removal of polytunnels (1,567sqm total).

Location: Bow Garden Centre, Bow, Devon

Site Vicinity Grid Ref: 271301 / 101739

M.D.D.C. CHANGE OF USE ACCEPTANCE

[17/01173/PNCOU](#)

Proposal: Prior notification for the change of use of agricultural building to dwelling under Class Q

Location: Building at NGR 271544 100809 (Natson Farm) Bow Devon

Site Vicinity Grid Ref: 271544 / 100809

5. **Bow Conservation Area.** M.D.D.C. Conservation Officer, Mr P Dadson, was introduced and welcomed. Using projector and screen to aid the presentation he commenced by saying that he annually completed a Historic England questionnaire, which resulted in Bow's Conservation Area (along with two other parishes in Mid Devon) being classified as 'at risk'. A Historic England officer had visited Bow and was reported as wanting Bow to be taken off the list. Mr Dadson supplied background information on conservation areas – a 1967 Act introduced the concept; in general the term applied to urban or a specific area (perhaps core) of a village considered worthy of preservation or enhancement because of its special architectural or historic interest. Conservation Area designation protected the quality and special interest of the area as a whole, e.g. layout, vistas and viewpoints, characteristic building materials and design of shop fronts, as well as trees, etc. Mr Dadson went on to explain the duties of conservation officers which included Planning application involvement (dealing with applications which might involve substantial harm, e.g. demolition of a Listed building, versus less substantial harm, e.g. interior destruction of a Listed building. He felt Bow had gone through a transition – like many rural villages Bow had lost village centre shops and garages (sites redeveloped with residential housing). Parish Council felt Bow had not deteriorated but had improved, with many dwellings being renovated and upgraded. Bow had been, and continued to be, a working village with much local industry and employment, it also bore the heavily trafficked A3072. During discussion, financial aspects of property maintenance was mentioned (repair of Listed buildings

used to be vat exempt). The issue of maintenance of the raised cobbled footpath with associated flights of stone steps was raised (ownership remained mixed; some sections were on deeds of properties which abutted the path). Mr Dadson would make enquires of D.C.C. which had a Land Terrier. Mr Dadson circulated copies of two Conservation Area Appraisal and Management Plans (20-30 page docs.) produced for other villages in Mid Devon and enquired whether Bow might be interested in producing a Conservation Area Appraisal and Management Plan for Bow – Mr Nicks would approach Bow History Society. Mr Dadson would also approach D.C.C. reference overhead cables being undergrounded. In conclusion, overall it was felt Bow showed signs of improvement and Mr Dadson felt it would be unlikely that Bow's Conservation Area would be on the 'at risk' register next year. Mr Dadson was thanked for the presentation and he took his leave of the meeting.

6. **Bow's K6 Telephone Kiosk.** Documentation supplied by Community Heartbeat Trust, comprising a Project Assistance Form with Terms and Conditions and a Managed Solutions Agreement with Terms and Conditions, both requiring completing and signing by Parish Council, had been forwarded for Members' consideration. Members were content that documentation and Agreement be completed, signed and returned to C.H.T.
7. **Burston Meadow Sport & Recreation Ground, Request for Funding.** The Committee had requested funding for (1) Changing rooms doors and windows (double glazed), (2) External cladding of new changing rooms building. A quotation for doors and windows £3,567.12 +vat and an estimate for cladding £3,078.41 +vat had been supplied. The new changing rooms also needed roofing (costed at £664.00 +vat) which the Committee was able to fund. A copy of the Committee's most recent set of accounts had been requested; a copy of 2015/16 accounts had been supplied. To enable Parish Council's further consideration three quotations for each item would be requested. Mr Nicks would liaise with the Committee.
8. **The Pensions Regulator.** With a staging date of 1/5/17, the automatic enrolment registration and declaration had been completed online. The Pensions Regulator had issued a letter confirming Bow Parish Council had completed a Declaration of Compliance.
9. **D. C.C. Highways Matters.**
Proposed extension of 30m.p.h. limit, A3072 west of village. Cllr Way did not think speed checks had yet been conducted and would remind D.C.C. Neighbourhood Team Officer Mr Tucker.
Repainting of white lining. (Line missed junction of Junction Rd-Churchlands.) Repainting still awaited.
Double yellow lines, repainting of faded sections, main street. Repainting still awaited.
Inspections of parishes by Mr Tucker with Cllr Way. Cllr Way had advised that inspection was unlikely; most issues were addressed with Mr Tucker at surgeries (1st & 3rd Thursdays each month) held at Crediton Town Council office.
D.C.C. parish and town council conferences 2017 dates & venues, viz. Merton 7/11/17, Willand 10/11/17, High Bickington 14/11/17 & Rattery 16/11/17. Parish Council members did not express interest in attending.
10. **Monitoring of Services**
D.C.C. Services satisfactory – comment would not be submitted.
M.D.D.C. Services satisfactory – comment would not be submitted.
Overgrown grass, Iter Park play area – grass had been due to be cut end of September.
11. **Correspondence.**
M.D.D.C. Mid Devon Local Plan Review 2013-2033, examination into the submission postponed
Town, Parish and Community (T.A.P.) Fund reminder, recommending trying for funding from Round 1.
M.D.D.C. town and parish clerks annual meeting, Tiverton 5 October 2017, agenda received. (Clerk attended – agenda items: Cyber crime & fraud, D.C.C. budget update, M.D.D.C. budget, Standards issues, Design principles for open spaces, Garden village/housing delivery, Community land trusts, Homelessness duties, Universal credit).
M.D.D.C. Monitoring Officer, training for town and parish councils, reminder of dates, etc. + Ethical Standards Self-Assessment and Survey 2017 questionnaire. Parish Council did not wish to complete questionnaire.
M.D.D.C. notification of key decisions – October 2017.
M.D.D.C. Audit Committee, 19/9/17, agenda.
M.D.D.C. Community Policy Development Group, 26/9/17, agenda.
M.D.D.C. Cabinet meeting, 28/9/17, agenda.
M.D.D.C. Planning Committee, 4/10/17, agenda.
M.D.D.C. Scrutiny Committee meeting, Tiverton 9/10/2017, agenda. (The decision of the Cabinet on 28/9/17 re. Crediton Office potential sale had been called in by the Scrutiny Committee for it's meeting on 9/10/17.)

M.D.D.C. press release, M.D.D.C. bids for Government infrastructure funding.
 M.D.D.C. Press release, M.D.D.C. introduces it's first landlord networking event on 8/11/17.
 D.C.C. Devon Smokefree Alliance newsletter.
 Devon Communities Together, conference 2017 Rural Futures, 28/9/17, meet the speakers info.
 Devon Communities Together, The Training Hub, courses (Sept - Nov), incl. Funding Your Vision 21/9/17.
 Devon Communities Together, Devon Social Enterprise Network News – September 2017.
 Devon ALC's A.G.M., Conference and Exhibition 2017, Exeter Racecourse 10/10/17, speakers, workshops, exhibitors and booking information.
 D.A.L.C. newsletter, AGM, Conference and Exhibition 2017, Transparency Code Funding, training courses, National news (NALC partners with BHIB insurance brokers), consultations (Housing and neighbourhood planning), Legal (NALC in talks with Govt. re. Data Protection impact), Devon Remembers Heritage Project, etc.
 Publications:- Local Council Review, Town and Parish newsletter, D.C.C. connectme and LOVE Devon newsletter

12. **Finance.**

Bank balances brought forward: Deposit Account £7,865.65, Current Account £17,844.72
 ACCOUNTS AUTHORISED FOR PAYMENT
 GDM Cleaning (bus shelter glass clean 20/09/2017) £6.00
 Clerk (salary £749.00 + admin/expenses £86.26 qtr. ending 30/09/2017) £835.26
 H.M.R. & C. (P.A.Y.E. income tax) £187.25

13. **Any Other Business.**

Nil.

14. **Date of Next Meeting.** Wednesday 8 November 2017 at 7.30p.m. at the Community Room of Bow Village Hall.

This concluded the business and the Chairman declared the meeting closed at 9.35p.m.