

MINUTES OF A MEETING OF BOW PARISH COUNCIL HELD ON 8 JUNE 2022
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 and C R McAllister.
Clerk: Miss B D Ware.
Members of the Public: Nil

Apologies: Messrs V Steer and T J Vanstone, Cllr Letch and Cllr White.

PARISH COUNCIL

1. **Public Open Forum.**

No matters of the public present; nothing raised.

2. **Minutes.**

The minutes of the meeting held on 11 May 2022, having been circulated in advance, were taken as read, approved as a complete and accurate record, and signed by the Chairman.

3. **Planning**

APPLICATION

[22/00418/FULL](#)

Proposal: Erection of extension to agricultural building to include grain store, office and meeting room

Location: Land at NGR 272213 98722 Littlecombe Farm Bow Crediton Devon

Site Vicinity Grid Ref: 272168 / 98755

Information had been conveyed electronically to Bow Parish Councillors on 9 May 2022.

The application was approved.

MDDC DECISIONS

APPROVALS

[22/00322/FULL](#)

Proposal: Erection of an agricultural storage building (Revised Scheme)

Location: Land at NGR 272006 100911 (South of Little Langford) Bow Crediton Devon

Site Vicinity Grid Ref: NGR 27206 100911

[22/00323/HOUSE](#)

Proposal: Erection of a single storey rear extension

Location: Magnolia Station Road Bow Crediton Devon

Site Vicinity Grid Ref: NGR 272162 101230

4. **Annual Audit 2021/2022**

The completed Certificate of Exemption sent to PKF Littlejohn LLP in May was 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 it's 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 was effective. Mr Weeks had efficiently completed the internal audit. The AGAR Annual Internal Audit Report had been duly completed and signed. Members agreed to gift Mr Weeks H.T.A. garden vouchers to the value of £30.00, in recognition and thanks for his good work

5. **Annual Audit 2021/22, AGAR Form 2, Section 1 Annual Governance Statement.**

A copy of the blank document had been emailed to Members. Members considered all the listed statements, agreeing them accordingly. The Annual Governance Statement was duly completed, signed by the Chairman of the meeting and the Clerk (deadline for approval 30 June 2022.) It would be published on Parish Council's website (deadline 30 September 2022).

6. **Annual Audit 2021/22, AGAR Form 2, Section 2 Accounting Statements.**

The completed copy of Section 2 Accounting Statements had been electronically circulated to Members. Members approved the Accounting Statements which was duly signed by the Chairman of the meeting (deadline for approval 30 June 2022). It would be published on the website (deadline 30 September 2022). The Bank Reconciliation pro forma together with the Analysis of Variances pro forma had both been completed and published on the website. Completion of the formal Notice for the Period for the Exercise of Public Rights (suggested dates 13 June 2022 to 22 July 2022) was in hand and would be published on the website. The statement of accounts, accounting records for the year to which the audit relates with all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records to be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority.

7. **Casual Vacancy.**

Following the resignation of Parish Councillor Mr Gary Willis, MDDC had been notified and a pro forma, Notice of Vacancy in Office of Councillor, had been supplied. It had been completed and published on notice boards. Whether an election, or if the vacancy could be filled by co-option, was awaited from MDDC Election Services.

8. **Automatic External Defibrillator (AED), Bow Village Hall.**

The Clerk had been notified that the AED cabinet lid had sustained damage – a corner of the Perspex near a hinge had broken off (very similar to damage sustained by that AED cabinet in 2017). The AED was unaffected and the cabinet still closed on one hinge. Clerk's inspection had revealed that the other corner of the lid was also cracked. Members had been emailed with damage detail on 2 June 2022. Members discussed and agreed to purchase another new lid, subject to availability (items had been purchased via Cardiac Science which had since been acquired by ZOLL).

9. **Notice Board (formerly at Iter Park entrance).**

The precise location (incl. what3words) and board dimensions, as supplied by Mr Vanstone, had been emailed to DCC Highways Neighbourhood officer Mr Tucker. Acceptability of the site/advice was awaited.

10. **HM The Queen's Platinum Jubilee.**

After discussion, a motion (proposed by Mrs Hamilton, seconded Mr Nicks) to support a proposal to make a donation of £350.00 to Bow Village Hall & Field Management Committee, was carried.

11. **D. C.C. Highways Matters.**

Speeding A3072 western approach to village (proposed extension of 30mph limit). Contact by DCC was still awaited.

Proposed Community Speedwatch (A3072 western approach to village, eastbound traffic). A site meeting, arranged by the Clerk, had been held on 25 May 2022 at 6:00pm with Parish Council and a member of Exeter Police staff. Three criteria needed for a CSW site (clear view, safe place to stand & place to escape in emergency) were felt to be met by the Police, hence site should be acceptable. A low tree branch needed removal. Police would visit site and report accordingly. Two other Bow sites had been flagged (nr entrance to Iter Park and at Feltons) to the police – Parish Council had not raised issues with either site. Four(minimum)/six volunteers, with a co-ordinator, were needed and would receive roadside + online training. Hi-vis, radar gun, etc would be supplied. Duration and frequency of CSW sessions was flexible (a minimum of one per year was essential to ensure site remained authorised). How speeding misdemeanours were acted upon was detailed by the police. Recruiting volunteers and checking availability of parishioners who had previously expressed interest was needed (two new expressions of interest had been received). The site had subsequently been approved by the Police with a risk assessment completed. Guides for co-ordinator and operator had been received.

Vehicle Activated Speed Sign (VAS). DCC SCARF meeting dates and information still awaited.

12. **DCC Report.**

Cllr Letch wasn't present and no report was to hand, however, Cllr Letch had advised that he had submitted a Bow petition to DCC (Parish Council was unaware of any petition and no details were available). Cllr Letch had also said that he had also moved a motion to introduce a MOT type scheme for county roads, to prove they are fit for use by all.

13. **Monitoring of Services**

D.C.C. Blocked storm water gratings, A3072 along main village street, still awaited clearance.

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

14. **Correspondence**

MDDC Town and Parish Planning training. The next training event in the series was Biodiversity Net Gain, on Thursday 21 July 2:00pm-3:00pm.

MDDC town and parish councils notified that the Town and Parish Newsletter would no longer be produced (clerks would be sent a quarterly update and press releases).

15. **Finance.**

Bank balances brought forward: Deposit a/c £7,994.08, Current a/c £31,286.15

Vat refund of £915.81 credited to current a/c

ACCOUNTS FOR PAYMENT

Nil

16. **Any Other Business.**

No matters raised.

17. **Date of Next Meeting.**

Wednesday 13 July at 7.30pm at the Community Room of Bow Village Hall.

This concluded the business and the Chairman declared the meeting closed at 8.40p.m.