

MINUTES OF A MEETING OF BOW PARISH COUNCIL HELD ON 12 APRIL 2023 AT THE CLOSE OF  
THE ANNUAL ASSEMBLY 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 C R McAllister and V Steer.  
DCC Rep. Cllr Letch.  
Clerk: Miss B D Ware.  
Members of the Public: Two

**Apologies:** Messrs P P W Edworthy, R P Edworthy and T J Vanstone,

1. **Public Open Forum.**

Mr Peter Heal introduced himself, saying that he was standing as a candidate for the forthcoming District Council election for the Upper Yeo and Taw ward, to be held on 4 May 2023.

2. **Minutes.**

The minutes of the meeting held on 8 March 2023, having been circulated in advance, were confirmed as a complete and accurate record and were signed by the Chairman.

3. **Matters Arising:-**

(i) Lychgate structure, entrance to Iter Park. The developer of Iter Park, owner of the lychgate structure, had inspected the structure, he was currently obtaining a second opinion. He would report further to the Clerk in due course.

4. **Planning**

APPLICATIONS

[23/00389/CAT](#)

*Proposal:* Notification of intention to fell one Willow within the Conservation Area

*Location:* Winsor House, Bow, Crediton, Devon

*Site Vicinity Grid Ref:* 272073 / 101789

Information had been conveyed electronically to Bow Parish Councillors on 7 March 2023. Mrs Pritchett-Farrell declared a personal interest (neighbour) and left the meeting. Parish Council approved the application.

[23/00390/CAT](#)

*Proposal:* Notification of intention to fell two trees (one Ash and one unknown species) within the Conservation Area

*Location:* 1 Sunnyside, Bow, Crediton, Devon

*Site Vicinity Grid Ref:* 272063 / 101793

Information had been conveyed electronically to Bow Parish Councillors on 7 March 2023.

Mrs Pritchett-Farrell declared an interest (own application), Parish Council would not respond to the consultation request given that both 23/00389/CAT and 23/00390/CAT required consultation responses to be received by MDDC by 28 March 2023, the Clerk had requested an extension of time to allow Parish Council to respond as soon as possible after the meeting on 12 April. The Planning officer had granted EOTs until 13 April, however MDDC had proceeded to grant consent for 23/00390/CAT on 28 March 2023. The Clerk had queried this action, response not yet received.

[23/00355/HOUSE](#)

*Proposal:* Installation of two dormer windows to rear; removal of chimney; installation of two Velux windows to front; erection of single storey rear extension and front porch and installation of flue

*Location:* 10 Gregory Close, Bow, Crediton, Devon

*Site Vicinity Grid Ref:* 271995 / 101403

Information had been conveyed electronically to Bow Parish Councillors on 15 March 2023.

Application approved.

[23/00454/FULL](#)

*Proposal:* Erection of an agricultural building

*Location:* Land at NGR271693 100844 Natson Courtyard, Bow, Crediton, Devon

*Site Vicinity Grid Ref:* 271714 / 100953

Information had been conveyed electronically to Bow Parish Councillors on 22 March 2023. Members discussed the application. Some concern was expressed re. the position of the proposed building, given it's proximity to recently converted residential dwellings at Natson Farm. Members accepted the need for an agricultural building but the position would be questioned given proximity to recent developments.

[23/00505/HOUSE](#)

*Proposal:* Erection of a two storey extension to rear (revised Scheme)

*Location:* 29 Godfreys Garden, Bow, Crediton, Devon

*Site Vicinity Grid Ref:* 272105 / 101482

Information had been conveyed electronically to Bow Parish Councillors on 24 March 2023. Mr Nicks declared a personal interest and left the meeting. Parish Council approved the application.

PRIOR NOTIFICATION AND DETERMINATION

[23/00171/PNCOU](#)

*Proposal:* Prior notification for the change of use of an agricultural building to one dwelling under class Q

*Location:* Land and Buildings at NGR 271810 101470 (Millham) Bow Mill Lane, Bow, Crediton, Devon

Prior notification and change of use approval of prior approval granted

MDDC DECISIONS

APPROVALS

[23/00390/CAT](#)

*Proposal:* Notification of intention to fell two trees (one Ash and one unknown species) within the Conservation Area

*Location:* 1 Sunnyside, Bow, Crediton, Devon

*Site Vicinity Grid Ref:* 272063 / 101793

[23/00261/HOUSE](#)

*Proposal:* Erection of single storey side and rear extension

*Location:* 21 Iter Park, Bow, Crediton, Devon

*Site Vicinity Grid Ref:* 272541 / 101615

5. **Local Council Elections 2023.**

(i) **Parish Council Election.** The nine seats had been uncontested; six seats (five returning members and one new member) had been filled, therefore there would not be a poll on Thursday 4 May 2023. 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 pro forma. The Statement of Nominated Persons had been published on MDDC's website, would be published on Parish Council's website and displayed on notice boards. The three vacancies would also be publicised, including on notice boards and Bow Community Hub Facebook, inviting expressions of interest in being co-opted. One Member had missed the deadline for submission of nomination papers but had confirmed his interest in being co-opted.

(ii) **District Council Election, Upper Yeo and Taw Ward.** The two seats were being contested; five candidates (Peter Heal Conservative, Natalia Letch Liberal Democrats, Stuart Penny Conservative, Hayden Sharp Labour, Andi Wyer Liberal Democrats) stood nominated, therefore there would be a poll on Thursday 4 May 2023. Notices had been published on MDDC's website and would be posted on notice boards.

6. **Annual Audit, Annual Governance and Accountability Return (AGAR) 2022-2023 Form 2.**

PKF Littlejohn LLP, appointed by Smaller Authorities' Audit Appointments Ltd (SAAA) as the external auditor for the five financial years from 2022/23 to 2026/27, had issued instructions for completion of the Annual Governance and Accountability Return (AGAR) 2022/2023. The Clerk had supplied a copy of qualifying criteria to Parish Councillors. Bow Parish Council met prescribed qualifying criteria, for the financial year 2022/23, for self-certification as exempt from a limited assurance review by the external auditor under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and Members agreed that Parish Council would self-certify. The AGAR Form 2 Certificate of Exemption required wet signatures and was duly signed, submission deadline 30 June 2023.

AGAR Form 2 Section 1 Annual Governance Statement required Parish Council completion and Section 2 Accounting Statements, currently in hand, required Parish Council approval after the Annual Internal Audit Report had been received, following the internal independent audit, which would be arranged – Mr Weeks was agreeable to undertaking the internal independent audit. Other required documentation, viz. Bank Reconciliation and Analysis of Significant Variances were in hand with the Clerk and preparation of the Notice of the Period for the Exercise of Public Rights would be completed at the appropriate juncture. Documentation needed to be published on a public website by 1 July 2023.

7. **Coronation of King Charles III, 6 May 2023.**

(i) A commemorative Oak tree had been planted at Burston Meadow.

(ii) Bow celebrations. The group had met on 4 April but costs had not been finalised; costs to hand included musical item £120, disabled portaloos £474, 4 cu m skip £372, total £966 (vat status unconfirmed for all items). Some items had been booked and/or paid for from either private or Bow Village Hall funds but needed to be reimbursed. Parish Council had anticipated paying for items and reclaiming vat but invoices not in Parish Council name and the Village Hall was not vat registered which meant, disappointingly, some funds were unrecoverable. The Group did not have it's own bank account but Bow Village Hall had already agreed to handle all the funds. After discussion, Mr Steer proposed, Mrs Hamilton seconded and it was agreed to donate £1,500.00, cheque payee Bow Village Hall.

8. **D. C.C. Highways Matters.**

*Speeding A3072 western approach to village (proposed extension of 30mph limit).* DCC advices still awaited. *Community Speedwatch (A3072 western approach to village, eastbound traffic).* Bow CSW had not, as yet, supplied requested speed data. Parish Councillors had been asked again but no one was available to volunteer to participate in CSW sessions. Post election, new Parish Councillors would also be asked. It was reported that, at the most recent Bow CSW session, eleven motorists had been travelling over the speed limit.

*Vehicle Activated Speed Sign (VAS).* Cllr Letch would investigate, checking on correct procedure to request a VAS. *Highways survey.* DCC had not yet formally communicated with Parish Council (or Bow Waterworks) following the survey conducted by contractor Milestone. Bow Waterworks had received a copy of the survey findings (photos, etc) from the contractor; an item flagged as a 'problem area' was a partially dropped manhole cover (valve) near Reeves Cottage. Cllr Letch would endeavour to establish the 'legal issues' which it was understood needed resolving ahead of works.

*A3072, very poor road surface, notably at the Square and with junction of Station Rd.* Cllr Letch advised that DCC Cabinet had met that day and earmarked £50k, hopefully in 2023/24 financial year but dates not available, for works to the A3072 in Bow. Myriad complaints had been made, with vehicles (allegedly) damaged. It was agreed that Mel Stride MP be invited to a site meeting.

9. **DCC Report.**

Cllr Letch delivered his report.

Children's Services. Cllr Letch advised DCC was appointing a new director of Children's Services, a meeting would be held to consider re-allocating heads of Children's Services.

Mobile libraries. DCC may discontinue the service which cost some £500,000 annually (vehicles were expensive and had a limited life expectancy). DCC may conduct a consultation exercise.

Potholes. Cllr Letch reported that in 2021/22 some 44,000 had been reported for Devon, whereas in 2022/23 some 34,000 had been reported. Various factors could account for the apparent anomaly.

Education. Devon had a lower pupil attendance rate than most of the rest of the country. Elective Home Education was higher, at 2,001, in current year than it had been, at 1,752, last year. Of Devon's schools, 87% had received a 'good' Ofsted report.

Bridges, a DCC service with four teams working with families with difficult backgrounds, to help prevent children/young people going into care.

A3072 poor road surface, £50k was expected to be spent for highways works at Bow.

Bus service, financial assistance had been granted – the special £2.00 fare for a single journey would continue until June 2023, then be reviewed.

Litter bins at Bow. Some bins near the village hall were being used for nappy disposal, which needed to be investigated.

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**

MDDC Press Release, [countdown to Mid Devon's elections is on](#)

MDDC Press Release, Bin-It 123 success continues, the three-weekly collection scheme continues to encourage improved recycling rates.

MDDC Press Release, Let's Talk Mid Devon, results of 2022 survey.

MDDC Press Release, Mid Devon Housing Wins National Award for Resolving Community Safety Issues.

MDDC Press Release, multi-million decarbonisation works soon to be completed at Mid Devon leisure centres

MDDC Press Release, Mid Devon Housing scoops national award for tackling loan sharks.

MDDC Press Release, Job Fair supporting local business careers at Tiverton Market 22 March.

Department for Levelling Up, Housing & Communities, announcement on Emergency Alerts system going live.

Neighbourhood Alert, reopening 17 police station front desks, info.

Devon and Cornwall Alert, Neighbourhood Watch recruitment drive launched.

Devon and Cornwall Alert, Devon and Cornwall Police welcomes new Assistant Chief Constable.

EDF Energy, changes to energy prices from April 2023.

Devon Communities Together, annual LOVE Devon magazine is returning for 2023 edition.

*Publications:* DALC E-bulletin, Healthwatch Devon E-bulletin, NALC newsletter, NALC chief executive bulletin,

NALC Events, One Devon Bulletin, Devon Climate Emergency newsletter, Neighbourhood Alert 'Our News' March

& April newsletters, DCC Connectme.

**12. Finance.**

Bank balances brought forward: Deposit a/c £7,994.08, Current a/c £25,245.05

ACCOUNT AUTHORISED FOR PAYMENT

MDDC (Non-Domestic Rate Bill 2023/2024 Jackman Car Park) £0.00 (invoice issued at £454.09, Small Business Relief reduced to nil)

EDF Energy (electricity for DAA community landing light) £0.00 (account in credit)

Bow Village Hall (coronation celebration) £1,500.00

**13. Any Other Business.**

(i) Thanks were expressed to Mrs Pritchett-Farrell (moving away) and Mr McAllister, for their good work over several years. Neither was seeking re-election at the upcoming Parish Council election.

**14. Date of Next Meeting.**

Wednesday 10 May 2023 at 7.30pm at the Community Room of Bow Village Hall (subject to venue availability).

This concluded the business and the Chairman declared the meeting closed at 8.45p.m.

