

MINUTES OF A MEETING OF BOW PARISH COUNCIL HELD ON 10 APRIL 2024 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,
Messrs R A Cook, S A Pengelly, V Steer and T J Vanstone.
DCC Rep. Cllr Letch.
MDDC rep. Cllr Mrs Letch.
Clerk: Miss B D Ware.
Members of the Public: One (part only).

Apologies: Mr T J Hamilton and Cllr White.

1. **Public Open Forum.**

A representative of Bow United Eleemosynary, Mr Smallacombe, addressing Parish Council, said that trustees were needed for the Eleemosynary board as two/three wished to stand down. He further commented that a lack of bank signatories could be problematic. He said that duties were not overly onerous as meetings were infrequent. He had put forward the names of three possible trustees and sought Parish Council approval.

2. **Minutes.**

The minutes of the meeting held on 13 March 2024, 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. Cllr Letch had not received any response to his email to DCC Highways engineer Mr Short. Mr Steer felt that DCC had/should take responsibility for the structure.
- (ii) Planning status for mobile home (field east of Burston Caravan Sales). Cllr Mrs Letch had referred the matter to MDDC's Director of Place and Economy, however a backlog of enforcement cases existed, given lack of staff.

4. **Planning**

APPLICATIONS

[24/00309/CAT](#)

Proposal: Notification of intention to remove two Elm trees and reduce one Corkscrew Willow tree within the Conservation Area

Location: Kenaden House Bow Crediton

Site Vicinity Grid Ref: 272207 / 101748

Information had been electronically conveyed to Bow Parish Councillors on 18 March 2024.

Bow Parish Council approved the application.

[24/00310/HOUSE](#)

Proposal: Retention of replacement windows and back doors

Location: Kenaden House Bow Crediton

Site Vicinity Grid Ref: 272207 / 101748

Information had been electronically conveyed to Bow Parish Councillors on 18 March 2024.

Bow Parish Council approved the application but to also convey to MDDC that Bow Parish Council wonders how Planning permission could be refused given that a variety of colours/materials for windows/doors existed within approx. 50m of the dwelling.

[24/00310/HOUSE](#)

Proposal: Erection of veranda at rear elevation

Location: 14 Iter Park Bow Crediton

Site Vicinity Grid Ref: 272613 / 101591

Information had been electronically conveyed to Bow Parish Councillors on 3 April 2024.

Bow Parish Council approved the application.

[24/00529/FULL](#)

Proposal: Conversion of workshop to dwelling and erection of single storey extension
Location: Land and Buildings at NGR 270259 99591 Coxmoor Bow Crediton
Site Vicinity Grid Ref: 270207 / 99652
Information had been electronically conveyed to Bow Parish Councillors on 3 April 2024.
Bow Parish Council approved the application.

[24/00525/HOUSE](#)

Proposal: Erection of annex following removal of outbuildings
Location: Nymet Cottage Bow Crediton
Site Vicinity Grid Ref: 273359 / 100836
Information had been electronically conveyed to Bow Parish Councillors on 5 April 2024.
Bow Parish Council approved the application.

[24/00526/LBC](#)

Proposal: Listed Building Consent for erection of annex following removal of outbuildings
Location: Nymet Cottage Bow Crediton
Site Vicinity Grid Ref: 273359 / 100836
Information had been electronically conveyed to Bow Parish Councillors on 5 April 2024.
Bow Parish Council approved the application.

For Information (Parish Council was not being consulted)

[24/00522/PNCOU](#)

Proposal: Prior Notification for the change of use from Commercial, Business and Service (Use Class E) to a dwelling under Class MA
Location: Building at NGR 273316 100828 (Nymet Cottage) Bow Devon
Site Vicinity Grid Ref: 273316 / 100828

MDDC DECISIONS

Nil

20/00180/HOUSE The Grizleys.

Cllr Mrs Letch spoke on the unauthorised creation of a roof terrace, about which a complainant had given his consent for the matter to be raised at a Parish Council meeting. The roof terrace faced the street, was out of keeping with the street scene (adjacent to a terrace of Listed cottages) and overlooked neighbouring properties. This element of the development did not comply with permission granted and had been referred to MDDC. Parish Council discussed, the case would run its course via MDDC Planning Enforcement, there may need to be a retrospective Planning application at a future date, at which time Parish Council would formally respond.

5. **DCC Monthly Report.**

Cllr Letch reported.

Council Tax. Bills had arrived, so it was a matter of waiting to see how cuts would impact services. It was predicted that by 2025 the huge SEND overspend would increase to around £207 million. DCC, in consultation with the Dept for Education, had negotiated an agreement: over six/seven years it would reduce overspend to nil, that involved funding from central government, money from DCC's reserves and sales of assets and savings from the children's care operation.

Young carers webinar. Cllr Letch had attended and learnt that one million under 17 year olds were carers. A presentation by six young carers described their challenges, the impact of caring on their lives and possible solutions. Cllr Letch highlighted the website www.carers/youngcarerscovenant which could be signed.

Stagecoach electric buses. After negotiation with central government re. funding to help with zero carbon objectives, Stagecoach had received £5.3 million, enabling them to introduce electric buses in North Devon, Torridge and Exeter.

Highways briefing. DCC was overwhelmed by the number of defects and condition of roads. Repaired safety defects were at 53,000 (for eleven mths) compared to previous twelve mths of 40,000. All individuals could report safety defects. DCC's Report a Problem site included a standing water/blocked drains section, (drains were cleaned on a cyclic programme) which showed frequency and dates inspected.

In addition to his report, Cllr Letch advised that –

The DCC Locality Fund would open again on 16 April 2024.

MDDC had celebrated its 50th birthday on 2 April.

6. **MDDC (Upper Yeo & Taw) Monthly Report.**

Cllr Mrs Letch's monthly report for March 2024 had been circulated to Members, email dated 21 March 2024. Elimination of side waste. From 26 February 2024 additional side waste left out would not be collected (additional black wheelie bins/recycling boxes/food caddies could be requested). MDDC officers would investigate large accumulations of side waste, with appropriate enforcement action to follow. Bulky waste collections. For large items residents can book collections via MDDC's portal, My Mid Devon. MDH Development Hub. Launched on the 'Let's Talk Mid Devon' engagement platform, where all housing news, surveys and tenant involvement opportunities are included. It would keep all up to date with current/proposed development sites, refer <https://letstalk.middevon.gov.uk/mdh-development-hub> Village Hall grant fund. Defra had re-opened the Village Hall Grant Fund on DCC website, or follow the link: <https://www.devon.gov.uk/fundingnews/fund/village-halls-small-grants-fund/>

7. **Annual Audit, Annual Governance and Accountability Return (AGAR) 2023-2024 Form 2.**

PKF Littlejohn LLP, appointed by Smaller Authorities' Audit Appointments Ltd (SAAA) as the external auditor, had issued instructions for completion of the Annual Governance and Accountability Return (AGAR) 2023/2024. The Clerk had supplied a copy of exemption qualifying criteria to Parish Councillors. Bow Parish Council met prescribed qualifying criteria for the financial year 2023/24, 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. Members agreed that Parish Council would self-certify. The AGAR Form 2 Certificate of Exemption was duly signed (required wet signatures), submission deadline 30 June 2024. 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, arrangements for which were in hand. Mr Weeks would carry out the internal independent audit. Other documentation required, 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 2024.

8. **Police and Crime Commissioner's Election, for the Devon and Cornwall Police Area.**

The election was being contested; three candidates stood nominated. The poll would take place on 2 May 2024. Plymouth City Council was acting as the Police Area Returning Officer for the whole of Devon and Cornwall. A timetable of dates had been issued. The Notice of Election had been posted and the Statement of Persons Nominated had been posted. Poll cards had been issued.

9. **MDDC's State of the District Debate (20 March 2024), Feedback.**

The State of the District Debate, Working Collaboratively with Town and Parish Councils, had been held on 20 March 2024. The Clerk had attended. The event begun with MDDC Chairman, Cllr Letch, welcoming attendees, followed by an overview and introductions by the Leader, Cllr Luke Taylor, and MDDC Chief Executive, Mr Walford. The first item had been on partnership working with the County Officer of Devon Association of Local Councils and the Chief Executive Officer of Devon Communities Together, who delivered a PowerPoint presentation. Following on were six themed discussion groups, each chaired by Cabinet Member(s) with support from key officers, on subjects –
Emergency planning and community resilience
Shared costs and services and precept setting
Community housing and neighbourhood plans
Planning
Sustainability and Climate Change (including recycling)
Town and Parish Charter and joint working between town and parishes
Following on from the evening, MDDC had supplied a copy of DALC's and Devon Communities Together's PowerPoint presentation slides. MDDC advised that further detail from the follow-up sessions would be circulated in the near future.

10. **MDDC's Town and Parish Charter Review.**

Parish Council discussed but did not support the Charter. MDDC had invited town/parish councils to approve the document or submit suggested revisions. Parish Councillors did not make any suggested revisions. The document was not approved/accepted. MDDC's deadline for approval or submission of suggested revisions was 15 May. MDDC would be advised accordingly.

11. Bow United Eleemosynary Committee.

The Charity Commission Scheme provided for a board of five persons – an ex-officio member, who is the Rector of the Ecclesiastical parish, and four representative trustees. Bow Parish Council makes the appointments to the board of trustees ('Parish Council can appoint any suitable competent person which doesn't need to be a Parish Councillor'). The ex-officio Member normally dealt with Bow Parish Council. In recent times the Anglican priest had responsibility for ten parishes, including Bow. It had been followed by an interregnum, a death in service of a newly appointed priest and a further interregnum. Bow United Eleemosynary Charity records needed updating, some trustees shown on the Charity Commission website had not been appointed by Parish Council. Over recent years, it had been the practice to appoint one representative from the Congregational and one from the Gospel Hall chapels in addition to the Anglican representative(s) and the ex-officio Anglican priest. Members considered the names put forward by Mr Smallacombe (Congregational): Doreen May (Anglican), Carole Thomas (Congregational), Ken Harris (Gospel Hall). The Clerk submitted that Mrs May, although willing to serve, was already overburdened with other commitments. After brief consideration, Parish Council agreed to make the appointments as set out by Mr Smallacombe.

12. Bow Village Field Footpath, Faulty Electric Light No.2.

The Chairman reported that the light had not yet been repaired, Mark Burrow Electrical had inspected the light and it had been found to have shorted out. Another electrical contractor would need to be contacted.

13. D.C.C. Highways Matters.

Speeding A3072 western approach to village (proposed extension of 30mph limit. DCC response to Cllr Letch's enquiry re Burston Cross still awaited.

Community Speed Watch (A3072 western approach to village, eastbound traffic). Nothing further to report.

Vehicle Activated Speed Sign (VAS). DCC Highways engineer, Mr Short, had provided guidance on submission of application for a VAS. Specification detail of the proposed device (dimensions, weight, text to be displayed, speed threshold settings, type of radar system, radar range, etc) was needed, site installation detail (distance from edge of carriageway, height, etc) required, plus VAS security arrangements (padlocking, insurance), battery charging procedure (frequency, location, etc) also a risk assessment for installation and maintenance would be required. The Clerk had obtained certain information from prospective supplier, Westcotec. Members expressed a preference for lithium, over lead acid, batteries and Mr Cook kindly offered that charging to be at his home. The Clerk was progressing application preparation. It would have been helpful to have had an opportunity to discuss VAS requirements directly with a DCC officer.

Repainting of yellow lining throughout village. Some vehicles were being parked where yellow lining had been eroded, thereby interrupting the smooth flow of traffic through the village. The need for repainting of yellow lining would be reported again to DCC.

14. Monitoring of Services

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

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

15. Correspondence

Crediton Town Council, Crediton Cluster Group, request for representatives to attend a Parish Council meeting.

Members briefly discussed, opining that on matters of common interest, with collaborative working, more effective communication with District/County might be achievable. Parish Council would be pleased to welcome representatives of the Crediton Cluster Group to a future meeting. Crediton Town Council Clerk would be advised DCC Integrated Public Transport Manager, changes to bus Service 5 and Service 5A, effective 14/4/24.

MDDC, Mid Devon police staff update.

MDDC Press Release, Mid Devon Leisure set for more energy upgrades.

MDDC Press Release, Mid Devon's waste and recycling ranking at all-time high (ranked 2nd in county).

MDDC Press Release, Residents reminded re. registering to vote in the elections and that they have eligible photo ID, prior to April deadlines.

MDDC Press Release, Revised parking charges recommended following new consultation.

MDDC Press Release, Nesting in Tiverton, The Flock That Rock - Tiverton Swan Trail

MDDC Press Release, Business Support Surgery - Boniface Centre, Crediton Wednesday 20 March 2024

MDDC Press Release, Residents move into Council's new social housing in Cullompton.

Devon Communities Together, Opportunity to share experiences about online/telephone health services - £50 voucher available.

Devon and Cornwall Alert, Alison Hernandez, final report of the term, see

[devonandcornwall.s3.amazonaws.com/Documents/Our information/KeyDocs2024/15638 PCC %28Police & Crime Plan Review 2021-](https://devonandcornwall.s3.amazonaws.com/Documents/Our%20information/KeyDocs2024/15638%20PCC%20Police%20&%20Crime%20Plan%20Review%202021-25%29%20DIGITAL.pdf?fbclid=IwAR08DXJTnBx2TAExoDk1VPO55NmwEHHbTa73br68KvU3NWP72IfQ-KV1f3w)

[25%29 DIGITAL.pdf?fbclid=IwAR08DXJTnBx2TAExoDk1VPO55NmwEHHbTa73br68KvU3NWP72IfQ-KV1f3w](https://devonandcornwall.s3.amazonaws.com/Documents/Our%20information/KeyDocs2024/15638%20PCC%20Police%20&%20Crime%20Plan%20Review%202021-25%29%20DIGITAL.pdf?fbclid=IwAR08DXJTnBx2TAExoDk1VPO55NmwEHHbTa73br68KvU3NWP72IfQ-KV1f3w)

Devon and Cornwall Alert, newsletter for Neighbourhood Watch supporters [OUR NEWS](#) April edition.

Devon and Cornwall Alert, New Police Sector Inspector, Mark Arthurs, for Mid Devon.

Devon and Cornwall Alert, Impersonation scams, info and advice.

Devon and Cornwall Alert, mini museum opens in Tavistock to celebrate policing history in Devon & Cornwall.

Devon and Cornwall Alert, collaborative action impacts drugs gangs across the South West, info.

Devon and Cornwall Alert, Spate of burglaries, Cullompton, Exeter, Sidmouth, Chulmleigh, Thorverton, info.

Devon and Cornwall Alert, Theft of agricultural GPS system East Devon, security advice.

Devon and Cornwall Alert, Spring into action with crime prevention webinars.

Devon and Cornwall Alert, Devon & Cornwall Police warn young people about dangerous, illegal vaping liquid

Devon and Cornwall Alert, Devon & Cornwall Police launch 'Take The Lead' Campaign to help prevent livestock attacks.

Publications: DALC E-bulletin, Healthwatch Devon E-bulletin, NALC newsletter, NALC chief executive bulletin, NALC Events, One Devon Bulletin March 2024, Devon Climate Emergency March & April newsletters and DCC news round-up Connectme.

16. Finance.

Bank balances brought forward: Deposit a/c £8,023.74, Current a/c £19,162.54

ACCOUNTS FOR PAYMENT

MDDC (Non-Domestic Rate Bill 2024/2025 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)

17. Any Other Business.

(i) Bow Community Speed Watch group. A representative(s) of the group may attend a future Parish Council meeting.

18. Date of Next Meeting.

Wednesday 8 May 2024 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 9:10p.m.