

MINUTES OF A MEETING OF BOW PARISH COUNCIL HELD ON 15 APRIL 2026 AT THE CLOSE OF THE ANNUAL ASSEMBLY
PUBLIC MEETING IN THE COMMUNITY ROOM OF BOW VILLAGE HALL

Present: Mr C D Nicks in the Chair,
Messrs R P Edworthy, T J Hamilton, S A Pengelly, D Pocock and V Steer.
DCC rep. Cllr J Cairney.
Members of the Public: None.
Clerk: Miss B D Ware.

Apologies: Messrs R A Cook and P P W Edworthy, MDDC Reps Cllr Mrs Letch and Cllr White.

1. **Public Open Forum.**

No members of the public present; no matters raised.

2. **Minutes.**

The minutes of the meetings held on 11 February 2026 and on 11 March 2026, having been circulated in advance, were taken as read and were confirmed as complete and accurate records and were signed.

3. **Matters Arising:-**

Nil

4. **Planning**

APPLICATION

[26/00440/FULL](#)

Proposal: Installation of prescription dispenser and associated works to include CCTV camera and new footpath

Location: Bow Medical Practice, Bow, CREDITON

Site Vicinity Grid Ref: 272799 / 101769

Information had been conveyed electronically to Bow Parish Councillors, refer email dated 26 March 2026.

Parish Council approved the application.

MDDC DECISION

APPROVALS

[26/00138/CLU](#)

Proposal: Certificate of lawfulness for existing use of a building for a period in excess of four years

Location: Land and building at NGR 272724 100370 (Upper Barn) Nymet Farm, Bow, CREDITON

Site Vicinity Grid Ref: 318270 / 117089

[26/00140/CLU](#)

Proposal: Certificate of lawfulness for existing use of a building for a period in excess of four years

Location: Building at NGR 272662 100274 (Lower Barn) Nymet Farm, Bow, CREDITON

Site Vicinity Grid Ref: 272662 / 100274

5. **DCC (Crediton Rural Division) Monthly Report.**

Cllr Cairney with DCC Neighbourhood Highway officer, Mr Tucker, had toured Bow to carry out monthly inspection. Cllr Cairney conveyed that during the several A3072 road closures (to switch properties on Bow Water to South West Water), over weekends late 2025, that Bow Garden and Aquatic Centre had suffered a negative impact in the pre-Christmas period, losing 30% of Christmas trade. It was understood that a compensation claim was being made to South West Water for loss of earnings. Parish Council briefly discussed, it was suggested that, ultimately, DCC agreed dates with utility companies and granted road closure licenses accordingly. A suggestion was that DCC could challenge central government on road closures negatively impacting local businesses (a recent prolonged road closure at Coplestone had severely impacted local shop trade). During discussion, it was commented that, on occasion, some closed rural roads remained closed when no work was ongoing.

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

A report had not been received.

7. **Annual Audit, Annual Governance and Accountability Return (AGAR) 2025-2026 Form 2.**

PKF Littlejohn LLP, appointed by Smaller Authorities' Audit Appointments Ltd (SAAA), as the external auditor of smaller authorities for the five financial years from 2022/23 to 2026/27, had issued instructions for completion of the Annual Governance and Accountability Return (AGAR) 2025/2026. The Clerk had supplied a copy of exemption qualifying criteria to Parish Councillors. Bow Parish Council met prescribed qualifying criteria for the financial year 2025/26, 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 (wet signatures required), submission deadline was 30 June 2026.

AGAR Form 2 Section 1 Annual Governance Statement required Parish Council completion and Section 2 Accounting Statements required Parish Council approval after the Annual Internal Audit Report had been received, following the internal independent audit. Mr Weeks would carry out the internal independent audit. Completion of both Section 1 Annual Governance Statement and Section 2 Accounting Statements was in hand.

Other supporting documentation required, viz. Bank Reconciliation and Analysis of Significant Variances were in hand with the Clerk. 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 2026.

8. **Bow Parish Council IT (email addresses, website etc), Practitioners Guide Assertion 10.**

DALC had conveyed that Assertion 10 of the Practitioners Guide had to be implemented for the 2025-26 Annual Governance and Accountability Return (AGAR) and had hosted training to aid councils' understanding of responsibilities in terms of governance and management of their digital presence (incl. domain names, official email use, website standards and IT policies). All councils needed a council-owned domain based official email address, a website which met accessibility regulations, an IT policy plus compliance with GDPR and DPA responsibilities. The Clerk was arranging acquisition of a .gov.uk email address for the Clerk and any Members (otherwise Members should have an email address specific for their council duties), Parish Council's website (via MDDC) already had an Accessibility Statement. The Clerk had drafted an IT policy (writing rules, protocol and process), based on NALC's template, which had been circulated in advance and which Members agreed.

9. **Bow Village Centre Association.**

An email from Bow Village Centre advised that the committee had recently met "with a view to winding it up", enquiring whether Bow Parish Council would take on the role. The email was read, it posed various questions with further clarification needed on what Bow Village Centre encompassed (eg Heart of Devon, Bow and Arrow, etc), the trustee structure, formal status of Burston Meadow Recreation Group (? lessee of Bow Village Centre) and 1st Bow Scouts. Parish Council discussed, with all Members in agreement that Burston Meadow recreation field (purchased by Bow, developed by Bow and primarily used by Bow), needed to be preserved for future local use and enjoyment. Members felt that the Bow and Arrow should be self-financing and the Heart of Devon, if it continues, could be linked with Bow village hall. Members agreed that, in principle, Parish Council would be prepared to accept the role of managing trustee for Burston Meadow recreation field but the other organisations would need other arrangements made for them by Bow Village Centre committee. Fundamental, at this initial stage, was the uncertainty of whether a town/parish council could accept a trustee role if the charity subject was outside the parish boundary, necessary enquiries would be made. Further information from Bow Village Centre was also needed.

10. **D.C.C. Highways Matters.**

Parish Road Warden Scheme. Articles requesting volunteers had been placed in the Bow and Arrow, May-June issue, by Parish Council and Cllr Cairney. DCC had advised that ahead of road warden training a Road Warden Agreement between DCC and Bow Parish Council needed to be agreed and signed by Parish Council, DCC had provided an Agreement for signature. On receipt of signed document, DCC would provide login information for online Highway Safety Awareness training to Mr Cook (training needed to be undertaken before volunteers attend Chapter 8 training). The Road Warden Agreement was duly considered, agreed and would be signed.

Vehicle Activated Speed Sign (VAS). Alternative VAS options had been researched and were conveyed. Westcotec supplied signs incorporating Automatic Number Plate Recognition (ANPR) feature, however, they needed to be fixed into a single location (were not portable), were mains powered rather than solar/battery with cost approx. £15,000. There were also additional implications around compliance with General Data Protection Regulations (GDPR) for ANPR devices.

Water Lane Parking Bay. An on-call fire appliance had to use an alternative route to reach a recent farm fire in the adjoining parish of Zeal Monachorum as parked vehicles in Water Lane left insufficient space for the fire appliance. Parish Council requested that the parking bay be removed and replaced with double yellow lines, that process necessitated a Traffic Order, which incorporated local consultation. DCC would be advised.

Disabled Parking Bays, main street. Local residents who had required the two disabled parking bays had both left the village. DCC would place Notices on the bays to establish whether other local disabled residents needed them.
Other Highway matters. No matters raised.
DCC Highways Roadmap bulletin, March 2026 (circulated, reference email dated 31/03/2026).

11. Monitoring of Services

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

12. Correspondence

MDDC, the Lifeline Alarm Service, provided by MDDC, info leaflet.
MDDC, Press Release, Let's Talk Mid Devon resident survey: results <https://www.middevon.gov.uk/let-s-talk-mid-devon-resident-survey-the-results/>
MDDC, Press Release, Mid Devon Landlord Networking Event 2026: 13 May at Cullompton.
MDDC, Press Release, Creative Communities: success stories and grant applications now open.
MDDC, Press Release, Local stories power national growth, Mid Devon celebrates English Tourism week 13-22/3/26
MDDC, Press Release, Full council set the budget for financial year 2026/2027 and council tax (2.99% increase).
MDDC, Press Release, New social housing - energy-efficient, council homes delivered at Eastlands, Hemyock.
EDF Energy, lower unit rate charges, effective 1 April 2026.
Office of Police and Crime Commissioner for Devon, Cornwall and the Isles of Scilly, new affordable council homes at Hemyock, Zed Pods, partly built by prisoners elsewhere, is part of award-winning national initiative.
Royal Devon University Healthcare NHS Foundation Trust, newsletter (March 2026).
BT, road closure Winslade Farm to Coxmoor Cross, 20/05/26 - 21/05/26 08:00 – 18:00 (for cabling works).
Devon and Cornwall Alert, Police work with sports clubs in Cornwall to help deter high value equipment theft.
Devon and Cornwall Alert, Cryptocurrency investment fraud information, red flags and reporting fraud.
Devon and Cornwall Alert, Criminals stole over £879 million through investment fraud in 2025, warning.
Devon and Cornwall Alert, Ticket Fraud scam warning.
Devon and Cornwall Alert, how to spot a suspicious message (SMS/WhatsApp/email or other messaging service) information and warning.
Devon and Cornwall Alert, bogus callers (pretending to be a police officer/bank/fraud department) named courier fraud, calling for the public to remain vigilant.
Devon and Cornwall Alert, Devon & Cornwall Police dogs dominate at Regional Police Dog Trials 2026.
Devon and Cornwall Alert, Illegal drugs and child criminal exploitation targeted by Police in South West.
Devon and Cornwall Alert, Devon & C'will Police help develop national guidance on protecting historic shipwrecks.
Network Rail, forthcoming engineering works, 21-29 March, Exeter/Barnstaple & Exeter/Okehampton, lines closed
NALC, new Engaging Parliament Toolkit to help town/parish councils engage with MPs and parliamentarians.
Publications: DALC E-bulletin, NALC newsletter, NALC chief executive bulletin, NALC Events newsletter, RDUH One Devon (March) bulletin and DCC news round-up Connectme.

13. Finance

Bank balances brought forward: Deposit a/c £8,189.14, Current a/c £27,569.21
ACCOUNTS AUTHORISED FOR PAYMENT
MDDC (Non-Domestic Rate Bill 2026/2027 Jackman Car Park) £0.00 (invoice issued at £723.60, Transitional Relief, Small Business Relief and Transitional Relief Supplement reduced bill to nil)
Nymet Tracey Contractors Ltd (supply one post) £133.96

14. Any Other Business

(i) The Chairman conveyed that the Den Brook Community Fund administrator had announced his retirement from the role.

15. Date of Next Meeting

Wednesday 13 May 2026 at 7:30pm at the Community Room of Bow Village Hall.

This completed the business and the Chairman declared the meeting closed at 9:25pm.