

## MILLAND PARISH COUNCIL

**Chairman:** Mr. Jeremy Parker  
**Clerk:** Miss Viki Williams  
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### MINUTES of the Meeting of MILLAND PARISH COUNCIL held on Thursday, 14<sup>th</sup> January 2021 by Zoom

**Present:** Mr. J Parker (in the Chair), Mr. M Cusack, Mr. C Stopher, Mrs. M Truss, Mr N Cartwright, Mr A Farley, Sir J Wigram, Mrs S Hoar, Mrs J Pilkington  
 Cllr Dr K O’Kelly, County Councillor

**871. Apologies** – None

**872. Minutes of the Meeting 12<sup>th</sup> November 2020** –  
 Approval proposed by Mr N Cartwright and seconded by Mrs M Truss

**873. Declaration of personal or prejudicial interests** – None

**874. County Councillor’s report** – Dr Kate O’Kelly (see attached)

#### **Covid**

Sussex have declared a major incident to maximise the response to high and increasing rates of infection across Sussex so that public services can make exceptional preparations for a potentially worsening situation.

#### **Vaccination roll out**

It is planned for the Midhurst vaccination programme to be running within 2 weeks. Currently the only operational CDC vaccination centres are in Selsey and Pulborough. There has been some comparison between the programmes in East Hants and West Sussex, these differences are controlled by NHS England who control the delivery of the vaccine to the different areas, this is a massive logistical operation which is naturally causing delays for some.

#### **WSCC Budget decisions**

Some good news in the decision with funding not being cut to:

- Closure of 2 out of 11 of the HWRS – charging for DIY waste at Household Waste and Recycling Site (HWRS)
- Bus subsidies
- Bus discretionary passes

#### **Children’s services**

WSCC have been told that they can run these services for another year. They will continue to be assessed on a year-by-year basis.

**875. Public Participation**

None

**876. Matters arising** – Mr Jeremy Parker

None

**877. Finance**

a) Finance Report – V Williams –

Milland Parish Council	Statement - Jan 2021							
Balance b/f	29.12.20		18297.32					
<b>Payments Made</b>	<b>18.12.2020</b>					VAT	NET	
V Williams	Nov - Dec Payments (delayed by Christmas)	1626.93		OL	P		1626.93	LGA72
Public Works Loan	Milland Stores	654.95		DD	P		654.95	GPoC
Nest	Clerk Pension Contribution	28.87		DD	P		28.87	GPoC
Nest	Clerk Pension Contribution	28.87		DD	P		28.87	GPoC
	<b>Totals</b>	<b>2339.62</b>				<b>0.00</b>	<b>2339.62</b>	
	<b>Balance after payments 07.01.21</b>		<b>15957.70</b>					
<b>Payments For Approval</b>								
V Williams 31.12 (9)	Salary ££ - P.9 Office £58.33	770.83		OL249	P		770.83	LGA72
V Williams 31.01 (10)	Salary £; Office £	771.03		OL 250	P		771.03	LGA72
HMRC 31.12 (9)	PAYE P.9 120PT00315500 2109	231.11		OL251	P		231.11	LGA72
HMRC 31.01 (10)	PAYE P.10 120PT00315500 2110	230.91		OL 252	P		230.91	LGA72
Microsomma	Computer set up, security and back up	190.00		OL 253	P		190.00	LGA72
R Findlay	Maintenance Nov-Dec	1044.00		OL254	P		1044.00	LGA72
V Williams	Annual Zoom Subscription	119.90		OL255	P		119.90	LGA72
	<b>Total payments due</b>	<b>£3,357.78</b>						
	<b>Estimate Balance</b>	<b>£12,599.92</b>						
	Less Ringfenced Funds	£3,070.00						
	<b>Estimate Available funds</b>	<b>£9,529.92</b>						
<u>Ringfenced funds</u>								
MTC Resurfacing fund	£3,070.00							
<i>P - Precept; O-Outside Precept; E-Excess of Precept</i>								

b) These Payments were Approved

**Action: Clerk**

#### c) Milland Heritage Fund – Balance £2023

Work had been done to formalise the written agreement between the Heritage Group and MPC to transfer the money to the MPC account. The Trustees have however decided to keep control of the funds and instate 2 signatories. The MPC supports this decision but will keep the transfer document on file to assist the Heritage Group should the situation change in the future.

#### g) Precept Proposals 2021-22

It was reported that the precept had been sent to and acknowledged by CDC. JP noted that he felt that the 12.16% decrease in the precept might go some way to negate the proposed 5% County Council increase to Council Tax.

### 878. Other Administration

#### a) Website update – Review

JP reminded the Council that this is included as part of Objective 3 of the Business Plan – *Improving Communication with Parishioners*, which includes: Website, Emails, Access to documents and Social media.

Clerk summarized her research to date:

- All website providers were given the same MPC brief of prioritizing affordability and responsiveness.

#### **Website Providers spoken to so far:**

- **Vision ICT** – The website provider who created the new website for Funtington Parish Council (Also the Clerk's responsibility):
  - They work extensively with Parish Councils.
  - They offer both bespoke and package websites.
  - Extensive knowledge on Compliancy, GDPR and Accessibility.
- **Hooli**
  - Do not specialize in Parish Councils and
  - Focus on more high end websites.
- **Netwise**
  - They work extensively with Parish Councils.
  - Template based websites.

- This would require a lot more work to set up.

#### **Basic costings:**

- One off cost of website to include training (based on content, design, number of pages).
- Yearly hosting fee – Security, back-up, support.
- SSL Certificate – This encrypts the site (one off charge - £125 and then annual fee £50).
- Members area.
- Email – Set up cost and yearly hosting fee.
- The Clerk confirmed that the websites she has experience with and those discussed with all companies are easy to work with and that the website designers will work with the client to produce something that can be added to and adjusted as requirements grow.
- JP stated that the final decision on the company will be decided after further research and talks, for him the absolute minimum requirements are:
  - To be Interactive.
  - To include:
    - A list of Councillors.
    - Their geographical area of responsibility.
    - The ability to email that Councillor directly whilst copying in the Clerk.
- AF stated that he would like the Council to avoid bespoke websites favouring the more ‘off the peg’ variety and using a website designer with experience working with local Councils.
- It was agreed that the website needs to be one that can be added to in the future and that security is important to reassure and increase usage.
- JW stated that the more precise we are at the set-up stage, the clearer the price will be. He also stated that he believes it is extremely important to understand who is using the website and what pages they are visiting, so that it can be adjusted over time to increase user traffic further. He therefore favours starting with a basic design and content. With the intention that over time it can be seen how it is used and improve it accordingly. It was agreed therefore that an analytical ability was important.
- There was discussion on the capability to use the website to replace the current WhatsApp groups in the event of crisis / volunteer contacts being necessary (as have been created for the Covid-19 Pandemic). The Clerk answered that theoretically this could be possible using the members area, and she would investigate further.

#### **Summary of members area**

- A private sign in area for media sharing and discussions. As well as the possibility for communication, the members area offers a media sharing platform with:
  - Ability to share all documents which would normally be emailed to allow for ease of reference and to not fill up email accounts.
  - Ability to share larger files (most relevant for documents like the Neighbourhood Plan).
  - Control of versions and editing.
  - Back up and security of documents.

#### **Emails associated with and hosted by the website.**

- These would be usable either through webmail or through outlook. They would be security protected, backed up and with nearly unlimited storage.
- Formal guidance agreed upon, Clerk to:
  - Look at further options for providers - shortlist must have Parish Council experience.
  - Interactive.
  - Members Area.
  - Media sharing / filing system.
  - Social Media Link.
  - Email.
- JP suggested 2 of the Councillors (JW and JP), both with considerable IT experience, to work with the Clerk to produce a couple of concrete proposals by the March meeting.

**Action: Clerk**

b) IT Support

The Clerk reported that the Councils IT support was now in place offering both back up and security.

c) Council email address – Update

Addressed above 878 a

d) Residents Consents for Newletters

The Clerk reported that the final letter asking for consent to remain on a Council database had been sent out and that further replies had come in. The overall response has been extremely positive.

e) All Parish Meeting Monday 8 February 5.30pm

JP confirmed he would like an invite to this, Clerk to action.

**Action: Clerk / JP**

f) SDNP Workshop recording available

JP reported that having viewed the PowerPoint presentation, there were some interesting points on the environment and the work being done to remain compliant on environmental issues in the County.

**879. Corona Virus Update**

Dr Kate O’Kelly reported that Chichester appeared to be at a plateau but remained lower than other Districts and Boroughs of West Sussex. If she received anything significant from the NHS leaders briefing, she would report it back to the Council. West Sussex are sending out regular updates.

**880. Planning – Cllr Stopher**

**1796/FUL** Change of use from forestry to mixed use. Smugglers Copse Borden - *In Progress*

**03136/FUL** Demolition of the existing and erection of a new two-storey residential dwelling, swimming pool and 1 no. outbuilding. Wardley Farm Cottage Wardley Lane Milland - *In Progress*

**04863/HOUS** Proposal of a detached studio. Standings Cottage Borden Lane Borden - *In Progress*

**04369/CND** Variation of condition 2 from planning permission SDNP/19/04837/HOUS to propose some minor amendments to the approved scheme - Yew Tree Cottage, Fernhurst Road, Milland – *In Progress*

**05588/LDE** - Application from the owner of Bobbolds Farm to change the agricultural occupancy condition on Plantation Cottage - *In Progress*

- CS reported that the Planning Committee had met regarding the application for Certificate of Lawful Development 05588/LDE.
  - He reported that he had received comments from NC regarding the application.
  - He has also had email correspondence with the Planning Officer and concluded that although the evidence on the property not being occupied by an agricultural worker could be accepted, there is no evidence that the owner has made any attempt to secure an agricultural tenant.
  - AF stated that the Council must object as it contradicts the NP but if this is a legal matter then it is out of the Council’s hands.
  - JP asked CS to circulate a report to the Planning Committee for comment and this will represent the Council’s opinion.

**Action: CS**

**881. Review of the Milland Neighbourhood Plan (MNP) (See attached Document)**

- The purpose of the Review is to recommend any update changes to MPC and obtain endorsement from SDNP and CDC by mid June 2021.
- At a Zoom meeting on Monday 11th January the Review Group met to agree an interim report of the working group.
- It should be noted that despite an appeal for public and business participation in the Review process published in MVN there has been no contact made at any level.
- The report from Alastair Farley and Nigel Cartwright on HOUSING concluded with:

*The fact that there are so few proposed changes is a credit to the comprehensive nature of the Plan, its detailed consideration of the relevant issues and to the foresight of those who compiled it*

This statement is endorsed by all members of the group and applies to all of the Policy categories reviewed. Comment was made on each Policy where either a change is suggested or further action by the PC is recommended. These are summarised below as follows:

- **EN - Environment**

**Policy EN.3** - Green Infrastructure

**Policy EN.4** - Renewable Energy

- **H - Housing HD – Heritage and Design**

**Policy H.1:** Enlarged Homes

**Policy H.3:** Housing for rural workers

- **I - Infrastructure**

**Policy I.1** Infrastructure

**Policy I.2:** Lanes

- **LE – Local Economy**

In the absence of contact with business so far it is not possible to recommend either Policy change or No Change at this stage.

- **S - Settlement**

No changes but there were comments made by some members of the Group that perhaps the current Settlement Boundary may need to be reviewed.

There was further discussions on the following points:

- Regarding H1 – Enlarged Homes. Discussion on the need for smaller houses but that development is constrained SDNP regulations. The potential alteration of the settlement boundary was discussed (as also documented in the NP review summary). The boundary was originally set by Planning Officers who in fact drew it in tighter than the original NP proposed. NC stated that it is possible as an exception to build outside the boundary but that it might be easier ultimately to extend the boundary. It seems currently impossible to meet the proposed development requirements within the current boundary.
- Discussions on infrastructure, the NP cannot force the development of infrastructure, but that it must work towards ensuring new developments are adequately served.
- Regarding local economy, the lack of responses from local businesses has made it difficult to engage directly. It was discussed that unless in the centre of the village, internet speeds are not adequate, BT can not though be forced to improve this. It was agreed that a survey needs to be carried out to create a more detailed report on the exact speeds of broadband for the different areas within the Parish. This specific information can then be used to build up a case for improvement. There is a proposed project to improve the Broadband in two areas of the Parish which are currently struggling with internet speeds. It was suggested that an article in the MVN may achieve the interest and involvement from both businesses and persons working from home.
- Regarding EN.4 Renewable Energy. It was agreed that there is a need for all Councils to be involved. There was a brief discussion on the possibility of ground source heating be installed as a parish wide project.
- CS concluded that there needed to be further investigation into whether an Evidence Base (EB) would need to be produced to back up any proposed changes to the policies. The original EB is an extensive document and if a second one is to be produced it will push back the deadline for completion of the NP review, CS to investigate whether the original EB can be used.
- The next stage of the review is to look at the 25 projects. These need to all be addressed to either, maintain, remove, update or improve.

*Action: Clerk / CS*

## **882. Environment & Amenities and Highways matters**

a) Climate Change – SH attended a CDC scrutiny committee; this was looking at the different districts and what they contribute. This was just a discussion, but it raised the point that more public discussion was needed at borough and district councils. SH did note that Parish Councils were never mentioned, JP said he will raise this issue at the All Parish Meeting. Dr Kate O’Kelly reiterated that this was a

really important point to raise, she agreed to feed this into the agenda of the next County Local Committee.

b) Winter Resilience – Salt Bins – JP reported that he has attempted to break up the salt in the bin at Milland Stores, he asks others to do the same for their respective salt bins. He proposed that in the summer he intends to remove the plastic bags in an attempt to break the salt up further.

c) Cartersland Green repairs to the verge – Rob Findlay has confirmed that these works will be carried out in the spring when the conditions are more favourable.

d) Blke Pre-application – CS stated that although the application is within the Parish of Rogate, because of the effect it has on Milland Parish there should be no reason that MPC cannot comment. They are doing what they can but need support.

**Action: CS**

e) Bollards at the War Memorial – JP questioned whether the damage to the area around the War Memorial was caused by the turning around of vehicles as a result of the road closures associated with the SSEN works. He asked the Clerk to speak directly to the resident that originally reported the problem to find out if the bollards were still necessary.

*Afternote: The Clerk has now received a reply from the Chairmen of Linch Parish Council who raised the same question as to the current necessity for the Bollards but that he would support the assistance of MPC if the Bollards are still required.*

**Action: Clerk**

f) Higham's fence – Clerk reported on trespassing from the Recreation Field onto the fields behind as reported by the owners of the field. Due to the use of the recreation field for ball sports it is expected that the occasional ball may need retrieving. What the owners wish to avoid is people believing they can either just spend time in the field or to use it as a cut through to the public footpath which lies to North East of the field. It was agreed that the Clerk is to put up a sign reminding people that it is private land. If necessary the Council will also consider an article in the MVN.

**Action: Clerk**

g) SSEN enquiry Titty Hill – Clerk reported on an enquiry by a Resident of Titty Hill asking whether the MPC could do anything to help in their attempts to not suffer further power cuts. The Clerk has contacted SSEN to request that the cabling be upgraded to BLX cables which can function even when on the ground. Unfortunately, SSEN replied that issue had been dealt with now that the trees had been cut back and away from the power lines and notes from the engineers that attended, stated that no further action is needed.

h) Manorial Waste Milland Lane – Clerk reported that she had now spoken to Land Registry regarding the land under discussion on Milland Lane. She reported that she would be submitting an application for an Official Search of the Index Map, in order to confirm ownership of the land.

**Action: Clerk**

### **883. AOB**

None

**884. Date of next meeting** – 11 March 2021 at 7pm by Zoom

Chairman: \_\_\_\_\_ Date : \_\_\_\_\_

*These Minutes are unconfirmed until signed by the Chairman.*