

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, 11th March 2021 by Zoom

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

885. Apologies – Mrs. S Hoar and District Councillor P. Wilding

Resignation – Mr N Cartwright has resigned from the Parish Council due to ill health. Mr. Cartwright has been on the Parish Council for six years during which time he was also a Governor and Council representative to Hollycombe School, as well as spending time as Chair to the Planning Committee. Mr. J Parker thanked Mr Cartwright for all his work and as chairman stated that he had always appreciated Mr Cartwright’s values and comments. There was a vote of thanks from the Council.

886. Minutes of the Meeting 14th January 2021

Approval **proposed** by Mr. C Stopher and **seconded** by Sir J Wigram

887. Declaration of personal or prejudicial interests –

1. Mr. A Farley - SDNP/20/03136/FUL - Wardley Farm Cottage Wardley Lane Milland GU30 7LX
2. Mr. J Parker - SDNP/21/00262/HOUS - Tuxlythe House, Milland Lane, Milland, GU30 7JN

888. Reports from the County and District Councillors

District Councillor’s report – Mrs Norma Graves

CDC Work

CDC are at the forefront of housing rough sleepers and managing benefit payments during the pandemic. A great amount of work has been put in by the CDC employees who are still mostly working from home. Although she reported understandable delays, she commended the work being achieved.

Projects

The pandemic means it is a difficult time to look at plans for the future. However CDC are currently addressing:

- Beach Management
- A27 – This road is already struggling under the weight of traffic, further development will increase this problem and the housing numbers being assigned seem unrealistic if the road is not addressed. There has been a lot of discussion regarding the housing that CDC is being asked to take. Mr. J Parker raised concerns that although this is not an immediate problem for Milland, that it could become one as people attempt to avoid the A27, thereby diverting through Midhurst and Liphook in order to join the A3, he requested that these concerns be raised with CDC.

Planning Ahead

Visit Chichester are looking at how they can support shops as we move out of the pandemic, some shops have already closed and they want to work towards once again promoting vibrancy in the town.

County Councillor’s report – Dr Kate O’Kelly

Covid data and Vaccine rollout

- Latest data – 321 new cases in West Sussex for the 7 days up to 5th March
- 27 new cases in Chichester District – 22.3/ 100000

- I am vaccinating – currently doing shifts at the Selsey centre, hoping to be starting to join the team at Riverbank soon. Both these centres are run by the local GPs.
- Westgate centre now up and running – another centre that can be booked through the national system.
- West Sussex have requested support from Central Government to be able to arrange asymptomatic testing – this is now up and running. Adults in West Sussex who have to leave home to work or caring responsibilities can now book a symptom-free Covid 19 test.
Details – www.westsussex.gov.uk/communitytesting

WSSC Budget decisions

- Budget was finalised at full council in Feb.
- Balanced budget with some tough decisions including closing all but 11 of the 43 children and family centres, not reopening the Shaw day centres and not reopening the youth centres.
Consultation on these closures opens on 8th March
- <https://www.westsussex.gov.uk/campaigns/early-help-redesign-proposals/>
- The Lib Dem group amendments included keeping the children and family centres and the day centres open at least until the pandemic is over when we can review the need and the community based alternatives, more support for mental health in schools and increased staffing resource in the walking and cycling team.

Health and Adults scrutiny committee - Feb 2021

- We scrutinised the plans to reconfigure in mental health in-patient beds in West Sussex.
- Current proposals is to set up a centre of excellence for in-patient dementia care in Worthing.
- All older adult mental health beds would close in the Chichester District. I made the case to look at other options for the older adult mental health non dementia beds – they don't need a centre of excellence but to be closer to home - frail service users and frail spouses.
- Significant concerns were raised about the transport issues – particularly from the rural north areas.

889. Public Participation

None

890. Matters arising – Mr Jeremy Parker

None

891. Finance

a) Statement of Accounts – V Williams – Previously emailed

Milland Parish Council		Statement - March 2021						
Balance b/f		10.03.21						£12,547.58
Payments Made		18.12.2020				VAT	NET	
Azets	Payroll Services	£156.00		OL256	P	£26.00	£130.00	LGA72
Nest	Clerk Pension Contribution (10/02)	£28.87		DD	P		£28.87	LGA72
Nest	Clerk Pension Contribution (05/03)	£28.87		DD	P		£28.87	LGA72
The Sign Shed	No Admittance Sign	£48.60		OL257	P	£8.10	£40.50	LGA72
Totals		£262.34				£34.10	£228.24	
Payments For Approval								
V Williams	28.02 (11) Salary £ - P.11 Office £58.33		£770.83	OL258	P			LGA72
V Williams	31.03 (12) Salary £; Office £58.33		£771.03	OL 259	P			LGA72
HMRC	28.02 (11) PAYE P.11 120PT00315500 2111		£231.11	OL260	P			LGA72
HMRC	31.03 (12) PAYE P.12 120PT00315500 2112		£230.91	OL 261	P			LGA72
R Findlay	Maintenance Jan-Feb		£908.00	OL262	P			LGA72
V Williams	REIM Land Registry		£4.00	OL263	P			LGA72
V Williams	Expenses - Printer ink		£37.90	OL264	P	6.32	31.58	LGA72
Total payments due			£2,953.78			£6.32	£31.58	
Estimate Balance		9593.80						
Less Ringfenced Funds		3280.00						
Estimate Available funds		6313.80						
Ringfenced funds								
MTC Resurfacing fund		£3,070.00						
LG Retirement		£210.00						
TOTAL		£3,280.00						
<i>P - Precept; O-Outside Precept; E-Excess of Precept</i>								

b) These Payments were Approved – Mr. J Parker made special mention and gave thanks to Rob Findlay for the ditch work he has carried out in the village.

Action: Clerk

c) Precept payments – To be made on the 16th April 2021 and 17th September 2021

d) Internal Auditor – The Clerk stated her intention to move internal auditors to Mulberry and Co. The firm have been contacted and are in a position to take on new clients and also offer the support needed for the Clerk's first audit. Price is comparable to the current auditors.

Mr. J Parker supported the intended change to allow for a fresh pair of eyes and to avoid complacency. He agreed that any support needed by the Clerk should not be constrained by the precept figure until she is comfortable with the audit process and to discuss any future requirements with the Council.

Action: Clerk

892. Other Administration

a) Website update

The Clerk updated the Council on the progression of the new website:

- A follow up meeting with Vision ICT took place which included Sir J Wigram and Mrs. J Pilkington. This provided further information and answered queries raised by the Council at the last MPC meeting.
- The Clerk explained that the new website offers a basic 10 pages compared to the current 22 pages however the pages to be lost are either redundant or will be incorporated into a more user friendly and concise page layout. There is scope to add pages as necessary once the website is live. This will be a living website which can be constantly adjusted and added to.
- The Clerk showed two example websites (Thorp Arch Parish Council and Funtington Parish Council) in order to demonstrate what the proposed website will potentially include.
- Summary of cost - **£1095** for the website, three email addresses and SSL security certificate.
- If approved by the Council, the Clerk will contact Vision ICT who will send out a set up questionnaire which once completed will start the development of the new website.
- Mr. J Parker agrees that the Vision ICT are the market leaders in Parish Council websites and have the expertise and scope to cover the needs of the Parish Council and that they are the Council's preferred choice. He questioned the inclusion of a 'contact us' capability, which the Clerk confirmed would be included.
- Sir J Wigram added that he agreed that Vision ICT are offering an excellent package and that the current website does not reflect the image that we want to project. He also stated that he believes

that the analytical metrics offered, will provide incredibly useful / critical assistance to enable us to grow the website into a more "user friendly" one.

- Mr. J Parker proposed to progress with Vision ICT – **Agreed.**

Action: Clerk

b) Broadband – JW summarised the current status of the Broadband Scheme:

Overview

- There are currently 4 applications with BT Openreach (OR) and these cover most of the valley. It was hoped that OR would consolidate the applications to create a community initiative but this was deemed to be economically non-viable at this stage.
- As many areas as possible have now been canvassed using the contact details the Council currently holds. Approximately 170 households have shown interest which is about half of the Parish.
- OR are currently responding to the 4 proposals and there is an estimated 3-4 weeks to reach a final and fully costed proposal.
- There are cost differences for the applications based on the physical distance of the properties to the junction boxes. Currently it has been suggested that:
 - 2 applications are within budget.
 - 1 application will break even.
 - 1 application is double the budget and therefore not economically viable.
- It is not known which cost applies to which proposal; it may be necessary to edit the more expensive properties out in order to continue with all four applications. It is hoped that the properties that are removed would join another initiative more local to them.

Voucher Scheme

- The current voucher scheme from the Department of Digital, Culture, Media and Sport (DCMS) provided vouchers for £1500 for a house and £3500 for a business and these are then topped up by WSCC.
- It is known that the current scheme ends on 31st March and it is assumed by Gillian Keegan MP and DCMS that there will be a replacement scheme but there are no details as to value nor when these vouchers will be available.
- There is some concern that without sufficient information people might drop out at the voucher pledging stage. There was a discussion on the need to make it clear to residents there has to be a balance between benefit to the individual benefit to the community.

Next Steps

- The critical point will be in the next 2/3 weeks, the question was raised as to whether the Council can step forward to head an initiative to benefit the community and allay the fears of the residents.
- It was suggested that a talk should be included during the Annual Parish Assembly but it was felt that this may fall outside the current timescale.
- The use of a flyer funded by the Parish Council was discussed, but this would need to be informative, simple to understand and include points on:
 - The importance to the community to pledge vouchers.
 - Allaying the concerns about costs both at the installation stage and when the fibre is laid.
- It was proposed that a flier be produced and delivered to every household in the Parish (approximately 400). It was agreed that Sir J Wigram would compose the wording and that the Clerk would obtain quotes for printing. The use of the Milland Valley News distribution team was discussed.
- Production of flier produced by and paid for by the Parish Council – **Agreed.**

Action: Clerk and Sir J Wigram

c) All Parish Meeting Monday 8 February – Summary Mr Jeremy Parker

Covid

Impressive statistics for the vaccination programme were reported, this started slowly but quickly gathered pace. Mr. J Parker gave special thanks to County Councillor Dr Kate O Kelly who has been involved in administering vaccinations.

Census

First digital census to take place this year. This is hoping for a 75% digital response. Recruitment of field force to knock on doors, now concluded. Chichester District Census administrator has been extremely helpful including writing an informative article for the last edition of the MVN.

Climate Action

CDC has a very significant aspiration to reduce its own emissions by 10% year on year until 2025. CDC planning a citizens assembly which will be joined by nomination. Mrs. S Hoar has been asked to become involved and see if she can represent MPC. District are working closely with County and they are trying to establish real progress including an extensive monitoring process.

The Main projects being looked at are:

- Solar together
- Green homes grant
- Reduction of emissions of taxis
- Wildlife corridors
- Tree planting (see 896 a)
- Food waste collection – previously deemed too expensive due to the expense of the required lorry but now hopefully being established.
- Cycling and walking infrastructure plan

Mr. J Parker is keen to use this climate action subject matter to engage with younger members of the Parish and involve them with the Parish Council.

Action: Mrs S Hoar and Mr M Cussack

d) Code of Conduct (CoC) – The Clerk has communicated with the CDC representative dealing with the new Councillor Code of Conduct. This brings the existing CoC up to date to include:

- The use of social media and virtual meetings.
- Rules surrounding Councillors and the implications of any mention of their role.

The CoC links the Monitoring Officer and the Proper Officer (the Clerk), providing support to the Clerk and therefore the Council. The new code is currently voluntary but new sanctions will be introduced that may not be compatible with the existing code. The Clerk has worked through the old CoC and amended it to include the new information.

Mr. J Parker asked all Councillors to read through the new code and convey thoughts to the Clerk, in order that this can be adopted officially at the next Full Council Meeting.

Action: All

e) 2021 Annual Parish Assembly – Summary of the purpose of the APA - The Annual Parish Assembly is open to all electors of the Parish who have the right not only to attend but also to speak on any matter of local interest. This is in contrast to a Council meeting, where electors who are not Councillors have no automatic right to speak (though many councils do, of course, have a set time before or after the Council meeting when electors can raise matters of concern to them).

Ideally Mr. J Parker would like this to be a non-virtual meeting and therefore asked the Clerk to check on the possibility of moving the Meeting away from its usual time in April.

Mr. Parker proposed a speaker to discuss broadband (JW or OR). Clerk to confirm and circulate a date.

Action: Clerk

893. Corona Virus Update

There was nothing further to add following County Councillor's Report and this is to be now removed from the agenda moving forward.

894. Planning – Cllr Stopher

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 - ***Approved***

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 – ***Approved***

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

05404/PRE – Pre-application for four bedroom family home, Timberleys Farm, Wardley Lane – *In Progress*

00786/LIS – Replacement roof covering with new red brown plain clay tiles to match existing – *In Progress*

00937/PRE – Demolition of existing stable block and erection of 1 no. single storey ancillary building – *In Progress*

Applications discussed at the meeting:

00647/PRE – Redevelopment of the site to facilitate a change of use from a pub to a single residential dwelling (4 bedroom) this will include 1-2 rooms downstairs to be used for medical consultations. The existing function room will be demolished to be replaced by a 2 bedroom annexe with the associated 4 letting rooms to be retained and upgraded, along with associated works. – *In Progress*

- It was agreed that this seems a good solution and it was noted that the case officer is the same as for the previous application.

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

- This remains unresolved, SDNP agreed to the proposal with one abstention, however, the fire service will not approve the site for camping as they state they could not deal with a fire should one break out.

00262/HOUS 00263/LIS – Replacement two storey side and rear extensions including a partial basement, with associated external alterations, Tuxlythe House, Milland Lane – *In Progress*

Following a site visit on Tuesday 9th March Chairman of Planning Colin Stopher summarised:

- Some of the proposals were the subject of objections made to an earlier application which were then dropped from a subsequent application made in May 2019 and approved that August.
- New objections have also been made to some proposals but not all have been posted as comments on the Planning portal.
- Objections past and present have focussed on changes to the external appearance of the building although it is acknowledged by most that contemporary extensions have not been sympathetic to the oldest part of the building and that lack of maintenance both external and internal have contributed to a general deterioration of the fabric of the building.
- The new owner has encountered multiple problems, some expected but others unforeseen and this has accounted for some of the changes that have been made over the past three years of Planning Applications.
- During the site visit we aimed to focus on the main cosmetic departures from the Applications that were approved in January and October 2019, these are:

To the proposed North East Elevation:

- Addition of the external chimney.
- Addition of new attic dormer, matching an existing dormer on the South West Elevation.
- Purpose: to facilitate improved usable loft space.

To the proposed South West Elevation:

- The addition of balcony railings over the ground floor bay windows on:
 - a) the original end of the building that will be visible from the road of the South East Elevation. The owner believes that these will soon be screened by planting.
 - b) the proposed new North West end of the building.

- Mr. C Stopher put this to the Council for discussion, he stated that he felt the best course of action would be a comment to raise the points regarding the chimney and ask that Conservation and Design Team should be pointed in the direction of these aspects.
- It had not been able to confirm the exact materials to be used for the chimney, it is only known that it would be of brick construction, which it was agreed by all would be more in keeping than the current stainless-steel chimney.

- He therefore proposed a neutral stance and comment. There was a discussion on the purpose of a neutral vote as it doesn't state what the PC thinks. It was therefore agreed to include the comment: *We were agreed in our view that features of the remodelled building should complement and enhance the original South West wing, we are not sure this is the case and we believe the concerns of neighbours should be considered and we believe that the concerns of neighbours and other residents should be considered by the Conservation & Design Officer before a Decision is made on this Application.*
- It was agreed that CS would redraft and send out new wording for approval.

Action: Mr. C Stopher

895. Review of the Milland Neighbourhood Plan (MNP) - Mr. C Stopher stated that the Neighbourhood Plan group is to reconvene soon with the intention of looking at projects.

Action: Clerk / Mr. C Stopher

896. Environment & Amenities and Highways matters

a) Climate Change – Tree planting.

- Mr. J Parker stated that he feels this is important for the Parish Council to support not only in respect of the climate change issue but also as a means to encourage parishioner engagement with the Parish Council.
- He proposed identifying areas of land where tree planting may take place, to encourage landowners to plant trees or even better to make it a community project.
- He suggested that this be given more prominence at the next Council Meeting and that the use of Council money to purchase locally grown saplings to give to local children to plant in their gardens be discussed.
- Mrs. M Truss also suggested that the Council communicate with Hollycombe School to see if this is a project on which they would like to work.

Action: Clerk

b) Footpaths – The Clerk reported that she was now working closely with Kevin Dewitt of Rights of Way to report and repair any damage to footpaths.

c) Footpath by Durrants pond – The length of sloping pavement on the East to West approach to the pond has now been resurfaced.

d) Manorial Waste Milland Lane – The Land Registry Index Map Official Search (SIM), has confirmed that the land is not registered. There was discussion on what the Council feels is the best course of action moving forward.

- Applying for a Caution Against First Registration – it was agreed that this needs to be investigated further, and may not be possible as it is a complicated legal issue.
- Mr. A Farley stated he felt it needed to be put on record that we want to preserve the status quo of the land and as a Parish Council we have an interest in maintaining this. It is the Council's understanding that the land is Manorial Waste and the Council would therefore resist any attempt to register it.
- The primary concern of the Council is not necessarily the fence but to protect the land against any future development. However, this is common land and access must therefore always be permitted and therefore the fenced area must always be open for access by all.
- It was proposed that a letter now be drafted to be sent to the resident who has erected the fence. This will put on record that the Council wishes to observe the status quo, reiterating that the Parish Council has an obligation to the community as a whole and has concerns that it is a community asset that must not be taken from the community. As it is now known to be manorial waste, the Council would resist any claims to register.
- **Agreed** for a letter to be drafted and sent out to all Councillors for approval.

Action: Mr. J Parker

e) Litter Pick – The yearly spring clean has now been programmed in for the weekend of 27 and 28 March 2021. This will follow the previously used format of Councillors clearing their area of interest

at any point over the weekend and leaving the rubbish to be collected by arrangement with CDC the following week. The Parish Council's insurance company have been contacted and approved the work and tools and high vis vests will be available for collection from the Clerk.

It was discussed that moving forward, this would be organised as a bigger community wide project / event and Mrs. M Truss also suggested the involvement of the school which was widely supported. A possible date to be confirmed in the late autumn 2021 for the next litter pick.

Action: Clerk

897. AOB

Mrs. M Truss reported 2 signs illegally attached to a road sign on the Portsmouth Road by the Ripsley turning, she asked that it be investigated as to whether these could be reported to highways.

Action: Clerk

The Clerk reminded Councillors that tomorrow, Friday 12 March would be the funeral of Ivor Chapman. He was very well-known in Milland, having lived next to Vales Garage for many decades, and there have been profiles of him in recent issues of MVN. The funeral is to be held at 1045am at the Oaks Crematorium in Havant. As only family members are to be allowed to the funeral there is the chance for local residents to pay respects by lining the route through Milland. The hearse will leave **Milland Sports Club at 10am** and will go through Milland village, stopping outside Ivor's house by the garage, before carrying on to the Oaks.

898. Date of next meeting – 11 May 2021 at 6pm by Zoom

Chairman: _____ Date : _____

These Minutes are unconfirmed until signed by the Chairman.