

## 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  
 Wednesday, 21<sup>st</sup> July 2021 in Milland Memorial Hall**

**Present:** Mr. J Parker (in the Chair) (CJP), Mr. C Stopher (CS), Sir J Wigram (JW), Mrs. S Hoar (SH), Mrs. L Myles (LM)

**919. Apologies** –Mr. M Cusack, Mrs. M Truss, Mrs J Pilkington and Mr A Farley. District Councillor P. Wilding, County Councillor Kate O’Kelly

**920. Minutes of the Meeting 13<sup>th</sup> May 2021**

Approval **proposed** by Mrs. S Hoar and **seconded** by Sir J Wigram

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

**922. Reports from the County and District Councillors**

- a. CDC Brief for Parish – 21<sup>st</sup> July 2021 – *See full report attached*
  1. Report on pandemic
  2. Tackling homelessness
  3. Supporting local businesses
  4. Efficiency review following financial impact of pandemic
  5. Local plan
  6. Re-opening of customer service reception at CDC offices at East Pallant House
- b. County Councillor report Milland Parish Council 21<sup>st</sup> July 2021 – *See full report attached*
  1. Covid data
  2. Highways
  3. Transport
  4. Mental Health
  5. County Local Committees
  6. **Next Drop-in – Rogate Village Stores 10.30-12.30 on 2<sup>nd</sup> August**

**923. Public Participation**

**None**

**924. Matters arising from the Minutes**

**None**

**925. Finance**

- a) Statement of Accounts – V Williams – Previously emailed

Milland Parish Council		Statement - July 2021							
Balance b/f	07.06.21		£21,092.96						
Payments Made		Gross	VAT	NET					
Nest	Pension Contribution	28.87		28.87	DD				
Public Works Loan	Loan repayment	654.95		654.95	DD				
Nest	Pension Contribution	28.87		28.87	DD				
Azets	Payroll Services	£78.20		£78.20	OL15				
Vision ICT	Website Design	£510.00	£85.00	£425.00	OL16	OL24			
	Totals	£1,300.89	£85.00	£1,215.89					
Payments Received									
Milland Tennis Club	Resurfacing Fund	£1,000.00							
HMRC	VAT Refund	£566.00							
	Totals	£1,566.00							
Payments For Approval			Gross			VAT	Net		
V Williams 30.06 (03)	Salary £ - P.3 Office £58.33		£771.43	OL17	P		£771.43	LGA72	
V Williams 31.07 (04)	Salary £ - P.4 Office £58.33		£771.63	OL18	P		£771.63	LGA72	
HMRC 30.06 (03)	PAYE P.3 120PT00315500 2203		£229.82	OL19	P		£229.82	LGA72	
HMRC 31.07 (04)	PAYE P.4 120PT00315500 2204		£229.62	OL20	P		£229.62	LGA72	
R Findlay	Maintenance May-June		£93.00	OL21	P		£93.00	LGA72	
Annie Childs	Logo Design		£300.00	OL22	P		£300.00	LGA72	
V Williams	REIM Stationary		£15.12	OL23	P		£15.12	LGA72	
V Williams	REIM Open Spaces Society Membership		£45.00	OL24	P		£45.00	LGA72	
	Total payments due		£2,455.62			£0.00	£2,455.62		
	Estimate Balance		£18,902.45						
	Less Ringfenced Funds		£3,280.00						
	Estimate Available funds		£15,622.45						
Ringfenced funds									P - Precept; O-Outside Precept; E-Excess
MTC Resurfacing fund	£3,070.00								
LG Retirement	£210.00	TOTAL	£3,280.00						

b) These Payments were Approved

*Action: Clerk*

## 926. Other Administration

### a) Website update

- CJP reiterated the importance of the new website being both easy to engage with and straightforward for the Clerk to administer.
- Clerk updated on the current situation reporting that a draft but not live website had been made available to those involved with the design. She has received the comments made and will work with the website provider (Vision ICT) to implement these.
- She had previously asked for approval to pay the first invoice for the works so far to enable the project to progress.
- The large number of photos provided by a local photographer had been sent through to Vision ICT.
- She asked that once the website goes live, an 'under construction' banner be put on the website initially while any inaccuracies are corrected / further updates were applied – this was agreed.
- CJP asked that the website be launched in conjunction with the next edition of the Milland Valley News (MVN), in order that an article be written both advertising the website and asking for comments to improve it further.
- Clerk reported a full breakdown of the costs associated with the website:
  - Set up - £850 + VAT
  - SSL Security certificate - £125 (£50 annually)
  - Website Hosting (after the first year (£175)
  - Emails £25 set up + £18 annual charge
  - Members area (not essential) £75

### Members' Area

- Discussion regarding the possible inclusion of a Members' Area on the website for the use of sharing documents between Councillors. It was agreed that this was not required initially but would be relooked at in the future.

### Councillor Emails

- Discussion covering cost versus need regarding the purchasing of @millandpc.org email addresses for all Councillors from Vision ICT. The Clerk summarised the current situation:
  - In order to be GDPR compliant Councillors must have a separate Parish Council only email address. This does not have to be provided by a website provider, but the Clerk did reiterate that this would be the 'gold standard'

- The cost of setting up each email would be £25 and there would be a yearly fee of £18 for each address.
- It was agreed that the decision would be delegated to the September meeting.

*Action: Clerk*

#### b) Broadband

- CJP publicly thanked JW and his team for all their hard work to date.
- JW summarised the current status of the Broadband Scheme:
  - The three applications had been consolidated into one which includes 341 addresses. The initial proposal cost is £775,000.
  - The act of consolidation triggers a new final proposal, which is expected to be received by the middle of August 2021.
  - The final proposal must then be accepted by JW on behalf of the community and the 341 households will then be invited to pledge their vouchers.
  - In order for the project to start enough vouchers must be pledged to cover the full final proposed cost. Although it is expected that some households will drop out it is hoped that this figure will be achieved.
  - There is still no definite answer on how much the Fibre To The Premises (FTTP) internet provision will be, but it is hoped to be nominal. Department for Digital, Culture, Media and Sport (DCMS) do check that 12-month contracts are taken out following the installation.

#### Next Steps:

- Further communication to tie in with the voucher pledging invite. Discussion regarding the need for a leaflet and an article in the MVN.
- Clerk to Email Mark Keohane to ask if a leaflet can be distributed with the MVN.
- CJP authorised the printing costs associated with the leaflet production if this is to be distributed. JW to design leaflet.

*Action: Clerk / JW*

#### c) Code of Conduct (CoC)

- All of the comments received from Councillors following the last meeting have now been applied to the CoC and this will be published on the new website.

*Action: Clerk / JW*

### 927. **Planning – Cllr Stopher**

#### **New Applications:**

- **SDNP/21/03232/LIS** Single storey side extension - Robins Cottage, Iping Lane, Iping, GU29 0PJ
- **SDNP/21/02854/FUL** Retrospective siting of a storage container (for permanent use) - Land adjacent to Moor Cottage, Iping Lane, Iping, GU29 0PJ
- **SDNP/21/01563/HOUS / SDNP/21/01564/LIS** Single storey side extension and interior alterations to existing garage - Mill Cottage, Milland Lane, Milland, GU30 7JP
- **SDNP/21/03401/HOUS** Single-storey side and front extension with hipped roof - Fairleads , Wheatsheaf Enclosure, Milland, GU30 7EJ
- **SDNP/21/03538/TPO** Pollard by 50% on 1 no. Poplar tree. Reduce height by 3m, widths by 1.5m and crown thin by 15% on 1 no. Oak tree. Both within Group, G1 subject to ML/73/00717/TPO - 23 Mill Vale Meadows, Milland, GU30 7LZ
- **SDNP/21/03483/HOUS** Detached two-bay carport with ancillary space above - Dellwood Cottage , Wheatsheaf Enclosure, Milland, GU30 7EH

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

#### a) Great Big Green Week

- CJP publicly thanked SH for all of her hard work.
- SH summarised the event organisation to date:
  - **18<sup>th</sup> September 2021** – Linch Church locally sourced flower festival, music and prayers which will continue throughout the week.

- **21<sup>st</sup> September 2021** – Talk in Trotton Church, organised by Eco Rother Action (ERA) and the Vicar of Rogate.

- **26<sup>th</sup> September 2021 – Milland Green Fair 12pm – 5pm:**

#### **Stalls / Workshops**

- The Bright New Future Road Show from Sussex Green Living in Horsham – who have submitted a full programme of events.
- Fair Trade stall provided by Sheet Church.
- Milland Crafts Group.
- ERA talks on plastics and recycling.
- Milland wildflower group – with plants for sale
- Bohunt school – Grade 8 exhibition on climate change and sale of toys / cakes.
- Petersfield Place-based Climate Action Network (PCan) – focusing on energy.
- Green Peace.
- Transport with light railway demonstration in the hall.
- Cyclist Josie Dew.
- Tread Lightly – a PC run footprint activity.
- Electric vehicles.

#### **Entertainment**

- Music From Chris Grayson’s Jazz band (other music tbc).

#### **Food**

- Vaporetto Pizza.
- Coffee Van.
- Cakes / Brownies.
- Shop.

- SH raised her concerns about the possible impact of Covid. She would like to see the event advertised to local villages only and that we be prepared to cancel if necessary.
- Discussion regarding advertising; Mark Keohane to be contacted to ask for front page or centre spread of MVN (to work around the broadband article).
- CS to ask Milland Sports Club if they would like to be involved.
- LM to organise bike maintenance workshop and to talk to Sustrans to ask if they would like to be involved to publicise the work they do and support that they can offer.

***Action: Clerk / SH / CS / LM***

#### b) Manorial Waste Milland Lane

- Both WSALC and The Open Spaces Society (OSS) have now been contacted. WSALC reported that the PC has no legal rights to ask for the removal of the fence.
- Having now subscribed to OSS, they advised that although the PC cannot make a claim to the land, they can support any claims made by historic owners of the land if they are known.
- A second resident has contacted the Council to say they do believe they have rights to the land and will be making a claim on the land. It was suggested that in order to protect the land from any possible future development this claim should be supported – meeting with resident to be arranged.
- CJP stated that as we are now members of OSS who specialise in the protection of open green spaces we should also look at other areas of the Parish which are not common land and are considered to be manorial waste:
  - Land opposite Mill Farm
  - Land opposite Durrants pond
- CJP agreed to look into this further.

***Action: CJP***

#### c) Cartersland Green

- The Clerk summarised the current status of the proposed parking area on the verge of Cartersland Green.

- Following the last meeting the chair of the wildflower group was contacted to ask her opinion for the options of using either scalplings or Grasscrete.
- The use of Grasscrete was favoured by the wildflower group. There were also concerns raised by the group that the issue of parking should not be paid for by the PC as they believe the majority of parking is generated by the pub.
- CJP reminded all that the original proposition of improving the parking was actually to provide a safer place for the OpenReach (OR) vans to park to stop the more dangerous parking at the junction of Milland Lane and Rake Road.
- It was agreed that parking cannot be blamed on any one event or establishment as parking is limited in the village and cars are parking on the verge for various reasons.
- As the area is now bare earth the OR vans are now opting to park there and therefore the original issue is no longer present.
- It was therefore decided that no action would currently be taken to upgrade the parking area. It was agreed that as lockdown restrictions have eased there has definitely been more activity in the village but this is expected to settle down as some level of normality is reached and will therefore be readdressed in 6 months. Cartersland wildflower group to be updated on the Council's decision.

*Action: Clerk / CJP*

d) Borden Village Traffic

- It was reported that Borden Wood residents have asked for traffic calming measures to deter dangerous use of the roads by both cars and bicycles.
- CJP summarised:
  - Highways are unlikely to carry out any action as there have been no reported accidents.
  - Speed Indicator Devices (SIDs) are not applicable as this is a national speed limit road.
- CJP Proposed that MPC fund some basic signage:
  - '20 is Plenty' – aimed at cars
  - 'loose chippings' – aimed at bicycles
- It was agreed that the PC would investigate and fund signs to erect.

*Action: Clerk*

e) Oak Tree opposite Pennels Close

- The Clerk reported that Rob Findlay had spoken to Great Trippets Manager to alert him to the dangers posed by the large oak tree and he had agreed to look at the best remedial action for the tree.
- CJP asked the Clerk to formally write to the Estate further expressing the PC's concerns.

*Action: Clerk*

**929. Parish Notices**

- The Clerk read out an email received from the Cartersland Wildflower Group thanking the PC for the £200 grant awarded.
- The Clerk reported that she is still receiving a number of reports of footpath issues and that due to the unprecedented weather the overgrown paths are being cut back. However this often takes time.

**930. Date of next meeting – 08 September 2021 6pm at Milland Memorial Hall**

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

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