

MILLAND PARISH COUNCIL

Chairman: Mr Jeremy Parker
Clerk: Mrs Lorraine Grocott BEM, BA (Hons): Local Policy
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MINUTES of the ANNUAL STATUTORY MEETING of MILLAND PARISH COUNCIL held Thursday 11 May 2017 in Milland Memorial Hall

PRESENT: Mr J Parker Chairman), Mr M Cusack, Mrs H Davies, Mr A Farley, Mr N Cartwright,
 Mr S Pudge, Mr J Gilliard, Cllr K O'Kelly (newly elected County Councillor)

536. Election of Chairman 2017 – Mr J Parker was elected Chairman.

His nomination was proposed by Mr Pudge and seconded by Mrs Davies. Agreed.

537. Chairman's Declaration of Acceptance of Office – Signed by Mr Parker.

The Chairman welcomed Dr Kate O'Kelly to the meeting and congratulated her on her election as County Councillor. The Chairman wished her well and looked forward to working with her.

538. Election of Vice-Chairman – Mr M Cusack– Nominated by Mr N Cartwright,
 Seconded by Mr Parker. Agreed.

539. Declaration of Interests on Agenda items. Milland Lane - Mr Pudge, Mr Parker,
 Mr Gilliard, Mr N Cartwright

**540. Appointment of members to serve on committees for 2017-18
 (Chairman ex-officio on all committees)**

Finance and General Purposes - Messrs Parker (C), Cusack, Pudge, and the Clerk

Planning – Mr Cartwright (C), Messrs Farley, Mrs Davies, Mr Parker

Environmental & Amenities - Messrs Cusack (C), Gilliard, Mrs Davies

541. Appointment of representatives - The following appointments were made:

Milland Memorial Hall – Simon Pudge	Borden Village Hall – John Gilliard
Milland Bonfire Group – Jeremy Parker	Milland Tennis Club – John Gilliard
Chapel Common Liaison –H.Davies/S.Pudge	Milland Stores – Alastair Farley
Hollycombe Primary School – Nigel Cartwright	Sports Club – Matt Cusack

542. Areas of Responsibility -

Milland Lane North/B2070	- Nigel Cartwright
Wheatsheaf/Foley/Forest Mere/Ripsley	- John Gilliard
Hollycombe/Wardley/Lambourne	- Alastair Farley
Cartersland/Stretton's Copse	-
Millvale Meadows, Fernhurst Road	- Simon Pudge
Drakeleys Fld/Pennels Close/West Meade	– Jeremy Parker
Iping Road/Titty Hill Cnr/ the Hollies	- Helen Davies
Rake Road &Pennels Bridge/Cooks PndRd	– Matt Cusack
Borden & Rondle Wood	–

543. Dates and times of ordinary meetings 2017-18 - Meetings start at 7.30pm.

2017 – 13 July, 21 September, 16 November,

2018 - 18 January, 8 March

2018 - Annual Parish Assembly on 19 April and the Annual Statutory Meeting on 10 May.

544. Minutes of the PC meeting –9 March 2017 previously circulated, were agreed and signed.

Minutes of the Annual Parish Assembly 12 April 2017 previously circulated, agreed and signed.

545. Matters arising from the Minutes –

Village Hall/Recreation Field patio refurbishment project - The patio project, a joint project between the Hall and the Council was completed during the Easter break. It is a considerable improvement and has been well received. Thanks, were expressed to particularly to the Hall Committee for their time and commitment to this project. The project was jointly funded by the Council and the Hall.

546. Correspondence – Councillors are sent email correspondence.

547. Report from the County Councillor – Dr Kate O’Kelly reported as follows: -

- There will be an induction at County Hall for 70 members: 56 Conservative; 9 Liberal Democrats, 5 Labour. They will select Committees where they wish to serve. Both she and James Walsh, a retired CP will wish to serve on the Health and Social Care Committee.
- There will be a full Council meeting next week.
- Cllr McAra has been very helpful in the handover.
- During her canvassing, she has found it very interesting meeting people around the area.
- She is considering a regular surgery in Midhurst.
- Her new email is kate.okelly@westsussex.gov.uk
- Her long-term strategy is to use her background in health care and dementia work.

548. Draft Housing Needs Survey – The last District Council housing survey was undertaken in 2008 although there was a housing survey which provided background information for affordable housing for the Neighbourhood Plan. The meeting discussed the proposed survey. Generally, councillors were unhappy about the questions and it was decided that further discussion needed to take place with Holly Nicol, the Rural Housing Enabler. Councillors will convene to discuss the document and to decide on the questions. Mr Cartwright to contact Holly Nicol in the first instance.

549. Gig Shed restoration – The Clerk spoke about her desire to revisit the restoration of the Gig Shed beside Iping Marsh churchyard. The Gig-shed was used to keep the Rector’s gig when he was holding services at the Iping Marsh Church. The area is of considerable historic importance to the SE corner of the parish. It is on the Roman Road. It is beside the site of the Iping March Chapel of Ease which was demolished in 1978; the churchyard is one of the three churchyards in the parish; the restored shed could be used as a shelter for people visiting the churchyard and at funerals; it could also be used as a shelter for ramblers; it is on the Serpent Trail which will be walked its entire length in July this year. Currently there are artists who could draw interpretation panels illustrating the history of the area. The connection with the clay belt lends itself to a tesserae panel with imprints of Roman features. This could be a community/school project. The Rector and Churchwardens are supportive of this project for no other reason than to resolve the issues around the wall. Discussion regarding the yew tree could include its removal and reuse as seats in the shed or in the churchyard. The council agreed that they would support a meeting with the owner of the land and the churchwardens of Linch Church.

550. Commemoration of the 100th anniversary of the end of World War I - The restoration of the gig-shed could also provide an opportunity to commemorate the ending of World War I in November 2018. The names of the fallen are always called on the site following the Remembrance Day service as most of the fallen came from the Iping area. Milland was carved out of Iping in 1974 to become a separate Parish. Other ideas for the commemoration include 1) a flag ‘Lest we Forget’; 2) a stone seat for Cartersland; 3) lighting of the Beacon on Cartersland on 11 November 2018.

551. Finance Report: The Clerk reported on the following: -

a) Report on Internal Audit for Accounts 2016-17

Rachel Hall, Chartered Accountant,

Findings –

1) Monies paid and received during the year have been accurately recorded and reconciled to the bank and cash balances, except that the closing bank balance was not correct.

2) The accounting records, minutes, standing orders and other financial information were found to be in reasonable order.

3) VAT was claimed incorrectly on the payments to SK Electrical – VAT claimed was £405 – it should have been £338 – VAT overclaimed £67.

4) Staff costs on the annual return should include PAYE and staff expenses.

5) I reviewed the Council website to ensure that the Local Government Transparency Code 2015 had been correctly implemented and adhered to.

Summary and Opinion

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any material respect that the regulatory requirements have not been complied with.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and following a few adjustments, accurately record the Council's financial position,

Rachel Hall (ACA) 17.4.17.

b) Approval of Statement of Assurance of Accounts for 2016-17: The Internal Audit has been carried out in accordance with the Council's needs and planned coverage and has been examined by Mrs Rachel Hall the internal auditor. The Internal Audit report has been signed. The members acknowledged their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. They agreed that the accounting statements for y/e 31.3.17 represented fairly the receipts and payments of the council. The Chairman will sign the approval on behalf of the Council.

c) Exercise of public rights to view the accounts will be between Friday 2 June and Thursday 18 July 2016. The notice of appointment of date for the exercise of elector's rights will be placed on the notice board in the village hall car park and on the Council's website.

d) Insurance – The total premium for 2017/18 is £608.47. We have a Long-Term Agreement with, which will end in 2018. This provides a 5% discount. The insurance provides a 'blanket cover' amount to £33,000. Councillors have reviewed the insurance.

Insurance on Milland Tennis Courts – The council's insurance covers the Ground Surfaces to £6641; Sports equipment of £18,000. The courts are maintained by the Council with annual funding from the tennis club of £1,000 kept in the Council's account for the resurfacing of the courts. This was done last in 2015. Tennis players are covered by the Council's insurance.

e) Online Banking –The Signatories/Card Readers to this account are Jeremy Parker, Matt Cusack and Lorraine Grocott.

Minutes of the Annual Statutory Meeting (ASM) of Milland Parish Council, 11 May 2017

f) Statement of Accounts – Cheques for payment -

Milland Parish Council - Statement of A/c May 2017							
Balance b/f 1.4.17			20030.37	Vou No.			
Less u/p chq National Trust for benches			-100.00				
			19930.37				
Receipts from							
1.4.17-11.5.17							
Chichester District Co	Precept 1st Half	15365.00					
HMRC	VAT refund 16-17	691.39	16056.39				
			35986.76				
Payments for approval 11.5.17							
Milland Rec Rd	Transfer (patio)	2250.00		trans	P		LGA72
WSALC	Subs 17-18	251.56		OL38	P		LGA72
CPRE	Subs 17-18	36.00		OL39	P		LGA72
Public Works Loan	Milland Stores	1850.13		DD	P		LGA08
RSHall	Int audit a/cs 16-17	240.00		OL40	P		LGA72
AoN Insurance	Insurance 17-18	608.47		OL41	P		LGA72
L Groot	Sal£1633Exp250.26 - 1/6	1556.99		OL42	P		LGA72
HMRC	PAYE Tax	326.60		OL43	P		LGA72
Milland Rec Rd	1st half grant 17-18	1750.00		trans	P		OpenSp
Milland Rec Rd	1st Repairs & Renewals	750.00		trans	P		OpenSp
Milland Rec Rd	Tree surgery Rec Rd	500.00		trans	P		OpenSp
Cartersland Wildflower	Grant 17-18	150.00		OL44	P		OpenSp
Gardening Club	Grant 17-18	100.00		OL45	P		LGA72
Milland Cares	Grant 17-18	200.00		OL46	P		LGA72
Cartersland Wildflower	Mowing costs	100.00		OL47	P		OpenSp
Borden Village Hall	Grant 17-18	1300.00	-11969.75	OL48	P		LGA72
			Est Balance May 17				
			24017.01				
			Less Ring-fenced funds				
			-7100.00				
			Available Funds				
			16917.01				
G represents Grant Income; O represents Outside Precept							
<u>Ring Fenced funds:</u>							
		6000.00	Dec 2016				
	Clerks Gratuity						
	MTC Resurfacing Fund	1000.00	Rcvd 28.9.16				
	Durrant Pond seat	100.00	Rcvd 27.2.16-				
	TOTAL:	7200.00					

The Council approved the above payments.

552. Planning report – Planning applications and decisions April/May Mr Cartwright reported –

Date	App No.	Application	Property	Applicant	PC Comnt	DC Decsn	Notified
	00611/FUL	Replcmnt dwelling & dtchd grge	Heathside	Mrs Cooke-Priest	No Objection	Approved	Apr-17
		(amended scheme to approve Fernhurst Rd					
		app SDNP/16/05568/FUL					
		Pre applic CoU to Day Nursery	Black Fox Public Ho	Mrs J Keith	No Objection	Approved	Mar-17
		Black Fox Public House	Portsmouth Rd				
Mar-17	00856/HOUS	Remvl of exstg lean-to car po	22 Millvale Meadow	Mr & Mrs N Doyle	No Objection	Approved	Apr-17
		& wrkshp/shed and constrcn of			Comment on		
		new att grge side extensn prvdg			screening		
		prkng for 2 cars with small					
		utility/wrkshp at the rear.					
Mar-17	00839/HOUS	Replacmnt outbdg to be used	Pinchers	Mr & Mrs J Wigram	No Objection	Refused	Apr-17
		for and lry domestic accommo	Cooks Pond Rd		Comment on		
					NSffas Sep Dw		
	01583/CND	VOC1 FROM Permsn SDNP/15	Portsmouth Road	Equine Veterinary			
		01327/FUL		Hospital			
	02147/HOUS	Dmltn of existg conserv & re	Broadfields	C & Z Hutchings			
		placing with new orangery to	Portsmouth Road				
		grndf flr @ rear. Remval of 1					
		extg dormer to rear elevtn					
		& replacw new gable. 1st flr					
		front, side & rear roof ext with					
		new dormer to rear & two					
		dormers to front elevation.					
MILLAND PARISH COUNCIL			PLANNING APPLICATIONS			FROM 1.4.17	
Date	Application No	Application	Applicant	Property	PC Comments	DC Decision	Notified
Apr-17	01967/HOUS	Minor amndmnts to proposed	Elmcrest	Not known			
		extns and alts to exstg dwelling	Milland Lane				
	01619/HOUS	Single storey side extension	Home Park Farm	Not known			
			Portsmouth Road				
	01977/HOUS	Replcmnt of exstg windows &	1 Chorley Common	Martlet Homes			
		front door with new PVUcw&d	Cottages				
	01833/HOUS	Single storey annex attached to	Moor Cottage	Mrs A Dew			
		garage for ancillary use.	Moorhouse Lane				
May-17	01809/LIS	Alteration of garden steps and	Vine Cottage	Mr N Clark			
		an associated retaining wall.	Milland Lane				

552. Planning continued

- a) CDC Enforcement Officer had been asked to inspect the Westons Farm, Iping Road. *(CDC Enforcement have advised that the groundworks/foundations for permission ML/11/00335/FULNP were laid in 2012 and on this basis the Local Planning Authority accepts that commencement of the development began before the expiration of 2011 permission in April 2014.)*

553. Environment and Amenities

- a) Durrants Pond and the Sheep Dip have been tidied up. The bench has been cleaned and painted and a new bench installed. At the crossroads, the community signpost and the bus shelter have been retreated. The volunteers who did this work were organised by Matt Cusack. They also raked and cleared the leave inside the tennis courts. In due course, they will install a bench on Cartersland. Thanks, were expressed to Matt for organising this work to be carried out.
- b) Spring Clean 18/19 March – Thanks were expressed to those who litter picked their areas.

554. Highways and Byways

- a) HGVs on Milland Lane - The council has been in email discussion with Highways regarding signage for HGVs at the top of Milland Lane and at the crossroads in the centre of Milland. There is an increasing problem of HGVs using the lane mostly caused by Sat Nav direction. The lorry route is via The Flying Bull. After discussion, it was agreed that a meeting would be arranged for Councillors to meet with Highways to discuss the signage and the Clerk will send a letter to all farms and businesses remind them of the lorry route.
- b) Kerbing on Milland Lane – The Chairman suggested approaching Highways asking if they could install kerbing along the edge of Milland Lane to protect the wall.
- c) Grasscrete on Cartersland verge – The Chairman suggested the installation of Grasscrete along the Milland Lane side of Cartersland to prevent further damage from cars parking on the verge.
- d) The Rights of Way inspection will be carried out in July. Any known problems can be reported in advance.
- e) Footpath 1193 Iping Lane to Kingsham – The problem of the boggy footpath has been referred to Rights of Way as they would need to arrange for a legal diversion or Permitted Path. Currently the area has dried out but in the wet seasons the path becomes almost impassable and quite dangerous. The Council is in discussion with the landowner about a Permitted Path and a boardwalk over the area.

555. Reports from representatives –

- a) Chapel Common Liaison Group – Meeting on 3rd July at Langley

556. Other Council/Organisations meetings – Please advise the Clerk if you are interested

- a) Joint Community Forum Meeting 28.3.17 attended by S. Pudge and J Parker
- b) SDNPA have a Casual Vacancy for a Parish Member.
- c) SALC Meeting Procedures Briefing & Awareness Training 6 July – Clerk to attend.

557. Date of next meeting Thursday 13 July 2017 at 7.30pm.

Chairman: _____

These minutes are unconfirmed until signed by the Chairman