

Information available from Milland Parish Council under the model publication scheme. A hard copy is available on request from the Clerk to the Council, Lorraine Grocott, Tel: 01428 741393. The information is available on the website www.milland-pc.gov.uk

Updated May 2018

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do The parish council is made up of 9 elected councillors whose term finishes in 2019. It meets on a bi monthly basis at Milland Memorial Hall, Iping Road, Milland. The meetings are held in the Committee Room. Starting time is 7.30pm. Please check the notice for dates of meetings but generally they are on the second Thursday in the months of January, March, May, July, September, November with the Annual Assembly in April.</p>	(hard copy and/or website)	
<p>Who's who on the Council and its Committees: Present Councillors are Jeremy Parker, Matt Cusack, Nigel Cartwright, Helen Davies, Alastair Farley, John Gilliard, Simon Pudge, John Wigram, Colin Stopher</p>		
<p>Mr Matthew Cusack Mobile 07875 545965 matt@hazelbankstables.co.uk Hazelbank Stables 741774 matthew.cusack@nationaltrust.org.uk Iping Road, MILLAND, GU30 7NA</p> <p>Mr Nigel Cartwright 741909 nigel@idlehill.co.uk Idlehill, Milland Lane MILLAND GU30 7JN</p> <p>Mrs Helen Davies 741272 h_e_d@btinternet.com Churchlands Farm Iping Road, Milland GU30 7NA</p>		

Mr Alastair Farley Wardley Farm, Upper Wardley, Milland GU30 7LX	741318	alastairfarley@hotmail.com		
Mr John Gilliard Pollards Cottage Milland Lane, Milland GU30 7JP	741288	john-gilliard@hotmail.com		
Mr Jeremy Parker Oaks Cottage, Milland Lane MILLAND, GU30 7JP	741811	jeremyparker@tiscali.co.uk		
Mr Simon Pudge Merriton, Milland Lane, MILLAND GU30 7JP	741317	simon.pudge@aib.ie		
Mr Colin Stopher 10 Millvale Meadows MILLAND GU30 7LZ	741231	colinstopher@gmail.com		
Sir John Wigram Pinchers, Cooks Pond Road MILLAND GU30 7JY	741652	john@wigrams.com		
<u>Location of main Council office and accessibility details:</u> Mrs Lorraine Grocott, Clerk to the Council Private home address and office of the parish council 23 West Meade, Milland, Liphook, Hampshire GU30 7NB 2pm-5pm – Monday to Friday				
Staffing structure: The Clerk is the parish council's main employee.				
Rob Findlay is the contractor for the recreation field.				
			(hard copy and/or website)	

Annual return form and report by auditor – Rachel Hall, internal auditor has signed and returned their certificate and report on the accounts for 2017-18.		
Finalised budget: Finalised in November or January or each year.		
Precept – The precept for 2018- 19 £33,695		
Borrowing Approval Ref:08738 Loan No. 498544 Dated 9 May 2011 Borrowing Approval Ref:509 08738 / PWLB Ref 628 08738		
Financial Standing Orders and Regulations – Reviewed and approved at the November meeting		
Grants given and received – Refer to the precept for grants given.		
List of current contracts awarded and value of contract. Recreation Ground – Maintenance - £3500; Repairs and Renewals - £2000; Replacing matting under swings £1000; Tree surgery £750.		
Members' allowances and expenses – Members may receive expenses for petrol and stationery on provision of receipt. Travel to meetings 1000-1199cc – 46.9 per mile, 1200-1450cc – 58.7 per mile. Car parking – at cost.		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) The parish council published its Parish Plan in 2007. The parish council will continue to a) To support local groups and initiatives that will help provide facilities. b) The Milland Development Neighbourhood Plan was 'made' (i.e.: adopted by the South Downs National Park) in June 2016 following a Referendum which was held in Milland on 5 May 2016.		

<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Decisions are made on consensus. They can also be made by vote with the chairman having a casting vote. All decisions are recorded in the minutes.</p>	(hard copy or website)	
<p>Timetable of meetings (Council, any committee) Bi monthly parish council meetings in January, March, May, July, September, November. Planning committee meetings as on website/notice board. Annual Parish Assembly - April. Annual Statutory Meeting - May Finance meetings half yearly in June and October.</p>		
<p>Agendas of meetings – Agendas are placed on the notice boards and on website www.milland-wsx-pc.gov.uk. They are emailed to councillors.</p>		
<p>Minutes of meetings – See website, notice board in village hall car park. They can be emailed or posted on request.</p>		
<p>Reports presented to council meetings – Reports can be verbal, written or emailed and are available on request.</p>		
<p>Responses to consultation papers –The council responds as necessary. Responses are available on request. See Minutes for brief resume.</p>		
<p>Responses to planning applications. Minutes contain brief responses. Detailed responses available on the South Down National Park website - planning. Refer also to the District Council website.</p>		
<p>Class 5 – Our policies and procedures</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business: Procedural Standing Orders – reviewed on an annual basis in October. Committee and sub-committee terms of reference – Refer to the NALC Model Standing Orders 2018. Delegated authority in respect of officers – The Planning Committee responds to applications on behalf of the council. Code of Conduct – The parish council resolved to adopt and maintain a publication scheme under the Freedom of Information Act 2008. Policy statements – As stated in the Parish Plan 2007 and in the Neighbourhood Plan (see website)</p>		

<p>Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy – The parish council applies equality and diversity. Health and safety policy – The parish council has regard to health and safety. Recruitment policies (including current vacancies) – Would be advertised. Policies and procedures for handling requests for information – The clerk will respond to any requests for information. Complaints procedures (including those covering requests for information and operating the publication scheme) – The chairman will respond to complaints.</p>		
<p>Information security policy – All information is available, unless of a personal nature or if the information is prejudicial to a project.</p>		
<p>Records management policies (records retention, destruction and archive) – All parish information is stored with the clerk or in the filing cabinet at the village hall. These included minutes, accounts, parish files, County Council District Council and SDNPA documents.</p>		
<p>General Data Protection Regulations (<u>GDPR</u>) effective 25 May 2018 The Council adopted the following policies at its meeting on 10 May 2018: - 1) The Information and Data Protection Policy 2) The Social Media and Electronic Communication Policy 3) The Data Retention and Disposal Policy. 4) Privacy Notice on website 5) Data Subject Access and the Data Protection Act – on website 6) How personal information provided will be used.</p>		
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) – Not applicable</p>		
<p>Assets Register – On website - Reviewed annually in October/March</p>		
<p>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</p>		
<p>Register of members' interests – Available on website</p>		
<p>Register of gifts and hospitality – Recorded through the minutes.</p>		
<p>Accounts 2016-17 – Available on website.</p>		

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only – Information of the business of the Council is submitted to Milland News for publication.</p>	(hard copy or website; some information may only be available by inspection)	
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<p>Burial grounds and closed churchyards – The church contributes to the maintenance of three local churchyards at Linch, Iping Marsh and Milland.</p>		
<p><u>Village halls x 2</u> Milland Memorial Hall charity no.305385. Borden Village Hall charity no.149285 Both halls have separate hall management committees.</p>		
<p>Parks, playing fields and recreational facilities – The Council is the Sole Trustee for the Recreation Ground charity no.1073462. It is a registered Village Green VG56. The Council manages the area.</p>		
<p>Seating, litter bins, clocks, memorials and lighting – The Council has one seat at the crossroads, one seat beside Milland Memorial Hall. It has three litter bins, one at the Rake Road bus shelter and two on the Recreation Field. The litter bins are emptied by the District Council.</p>		
<p>Bus shelters- Two bus shelters, one at Cartersland, one at Wardley.</p>		
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) - None</p>		

Additional Information

This will provide Councils with the opportunity to publish other information

MINUTES of the ANNUAL PARISH ASSEMBLY of MILLAND Wednesday 19 April 2018 in Milland Memorial Hall

PRESENT - Mr J Parker (Chairman), Mr N Cartwright, Mr J Gilliard, Mrs H Davies, Mr C Stopher, Sir J Wigram.
Mrs L Grocott BEM (Clerk) & 18 Members of the Public & Cllr Dr Kate O'Kelly (District and County Councillor).

WELCOME - The Chairman welcomed everyone to the meeting.

1. **APOLOGIES** - Mr M Cusack, Mr A Farley, Mr S Pudge

2. **MINUTES** of the Annual Parish Assembly 12 April 2017. These have been on the council website and on display on the public notice board throughout the year. The Minutes were agreed and signed at the Annual Statutory Meeting of the council on 11 May 2017.

3. **SPEAKER** – Dan Oakley, Dark Skies Officer for the South Downs National Park (SDNP) – the world's newest International Dark Sky Reserve, the Moore's Reserve named in honour of the numerous contributions to British astronomy made by area resident and native son, Sir Patrick Moore. The Moore's Reserve, which covers 618 square miles of rural Sussex and Hampshire. The entirety of the Park lies within about 100 km on the edge of the greater London metropolitan area, among the most light-polluted metropolises on Earth. It is remarkable that any relatively dark areas remain between London and the south coast of England, particularly given aggressive housing development in the Sussex Downs in the last century. The Park's efforts in seeking Dark Sky Reserve status have helped establish it as an important bulwark against the creeping advance of the furthest-outlying London suburbs. He stressed the importance of residents installing dark sky friendly lighting so that the light spread downwards as opposed to upwards.

The Chairman thanked Dan for his very interesting and amusing presentation.

3. OVERVIEW OF 2017-18 - Mr Jeremy Parker, Chairman

Milland Parish has c. 1000 people, 693 electors and 378 households. It has 9 councillors and the Parish Council meets 6 times a year. One of the Council meetings is the Annual Statutory Meeting (ASM) which is held in May following the Annual Parish Assembly (APA) held in April. There are 4 Committees; Finance, Environment, Emergency and Planning and Councillors are appointed as area representatives at the ASM. The Council is guided by the Code of Conduct and has a fully qualified paid clerk. As the Sole Trustee of the Recreation Ground charity it maintains the area for the community.

Mr Parker, in his overview of the year said that increasingly the council is having to pick up various aspects of work which are being abandoned by the Government and County and District Councils in the face of shrinking budgets. A huge amount of effort goes into maintaining the everyday infrastructure around us – roads, ditches, footpaths, and children’s play equipment. Mr Parker congratulated Dr Kate O’Kelly on her election as District Councillor. New HGV signage has been erected at the top of Milland Lane to dissuade lorry drivers attempting to drive down Milland Lane. The cost of these signs £3K has been met by the parish as the existing signage met the criteria of Highways. The precept for 2018-19 is £33,695 which includes the cost recovery for the signs. This year grants have been awarded to Cartersland Wildflower Group, Milland Garden Club, Milland Cares, Borden Village and Armistice Day events. The Councillors took part in the annual Spring Clean with approximately 16 bags of road side rubbish being collected. Bonfire Night was an outstanding success. The group had given donations of £500 toward the seat to commemorate Armistice Day to be installed on Cartersland Green and £850 toward the new surfacing under the swings. The Rural Fair will not be taking place this year. It is hoped a new group will take it forward in 2019. He thanked Lea Grocott for his maintenance of the website which is playing an increasing role providing information to the community. The Parish will join in the national beacon lighting in November and the local group of the Royal British Legion is planning a concert in November to mark the event. Milland Tennis Club has a new chairperson, Alex Symonds, who is putting a lot of time and energy into revitalising the club. He thanked Rob Findlay for his continuing work around the village and on the recreation field. Milland Memories had a very successful exhibition in October 2017. The group has been renamed the Milland Heritage Society. The Council decided to action the Winter Emergency Plan in January. Milland Cares continues to respond to the needs of the community through its signposting system. This system has been recognised by both County and District and other local communities are being encouraged to follow suite. A Housing Needs Survey has been undertaken to seek up to date views of residents on housing needs

including affordable housing. A consultation on the bus service is currently being carried out. Milland will become part of Fernhurst Ward in 2019.

4. MILLAND VALLEY MEMORIAL HALL – Mr Mike Delany, Chairman

He reported that good use is being made of the Hall. During the weekdays it is used by Milland Nursery School and Little Fishes, mother and toddler group. Most evenings there is dog training, Pilates, yoga, carpet bowls and model rail clubs. Monthly we have Lunch Club and the Shop's Milland Cinema evenings. On weekends there are ballet classes on a Saturday morning, and local parties and do's most weekends. One group missing is a badminton club, the Hall would welcome a new group to start this club again, possibly an activity for local children in the summer holidays. As the utilisation is good it means that the hire costs cover the running costs, so the Hall management have not raised the charges for 6 years and believe it provides good value for money. It also means that they do not need the subsidy from the Parish Council which they used to receive. Fundraising and donations pay for improvements. Recently a new bin enclosure has been installed to provide a home for the rubbish and recycling bins and LED lights have been installed in the kitchen. They are grateful for the donation from the Bonfire Committee and for the funds raised by the Nursery School quiz night which this year raised a massive £1400! Earlier this year regular users were asked to see how they felt about the suitability of their hire arrangements and what improvements they wanted at the Hall. This has resulted in Nursery School and Little Fishes getting together and agreeing to swap their Friday and Wednesday slots – so from September Little Fishes, Mother and Toddlers will be Friday mornings instead of Wednesday and Nursery School will run every day Monday to Thursday which is much better for their working parents. The improvement ideas were easier and included nice easy things like some mugs and tidying up the notice boards. He thanked the Hall Management Committee.

5. COUNTY & DISTRICT COUNCILLOR – Dr Kate O'Kelly

She thanked the chairman for his message of congratulations and said she was looking forward to working on behalf of the District for the parish. By serving on both Councils she will now see a complete picture and should be able to be more effective. Currently she is a member of the Task and Finish Group which looks at contractor procurement. She is also working with the Bus Steering Group looking at the future of the bus services in the local area. The subsidy was removed from the local bus service in April, but the County have now agreed an extension. Stagecoach have taken over the service. A Cross Parish Group has been formed to look at new ways to maintain the bus service. The consultation can be found on the WSCC website. She is working

with the cycling team to look at the feasibility of a bypass to include Jubilee Path around Midhurst and is supporting a bid by Midhurst Area Cycling for funding for 2 bollards to improve visibility at the Half Moon Crossing on the A272.

She is also involved with the Vision for Midhurst. Commenting on the Velo South cycling event that will take place on 23 September, there are concerns about the extent and length of time for the road closures. The maintenance of local roads is high on her agenda and she supported Milland's decision

to use the snow ploughs in January although this had to be paid for by the Parish. The Milland Cares has been an excellent idea and is being promoted through the County and is particularly being supported by SALC. Social prescribing is an extra support for patients who go to their GPs with problems that might not directly have medical solution. The idea is to link people with all their local social supports and take some of the pressure off the primary care frontline. Social prescribing will be starting in Riverbank Surgery Midhurst from this summer. Community grants from WSCC are moving to a crowdsourcing model. Organisations wanting to bid can go to the Space hive website and start their application. She raised the possibility of a new crossroads scheme in Harting Combe through a new Highways fund. Dr O'Kelly is enjoying meeting people and will be continuing her drop-in surgeries.

6. PLANNING – Mr Nigel Cartwright

Mr Cartwright reminded those present that the Milland Neighbourhood Development Plan (MNDP) is the first port of call for the Parish Council when considering planning applications with the Parish of Milland. Currently the planning committee look to the Chichester District (CDC) Local Plan – but once the SDNP development plan is implemented then reference to the CDC local plan will not be relevant.

Finally, if necessary, we look to the National Planning Policy Framework. The Parish Council is a consultee in the planning decision process. In the 12 months since 1st March 2017 applications totalled 41, of these: 6 related to trees which are subject to Tree Preservation Orders, 10 related to new extensions; 9 related to the removal and replacement of existing structures, including at Tuxlithe House, 2 were at Home Park Farm equestrian centre to vary conditions of planning already granted 2 were in Mill Vale Meadows and fell foul of the specific policy in the MNDP for Mill Vale Meadows so were refused by CDC/SDNP. One was subsequently amended and approved. Applications have been approved for Durrants Farm; Tuxlithe House has been withdrawn and will no doubt be resubmitted in a modified form. The Black Fox application for change of use to a children's nursery is yet to be confirmed. There is also an application for Gt Trippetts for an "engineering operation to construct a polo field".

Housing Needs Survey - Following from the Annual Parish Assembly in 2017 there were various factors which led the Council to consider whether Milland ought to undertake another housing needs survey as the last proper survey was conducted in 2008. This was undertaken in conjunction with CDC with the survey being delivered to all households. There was 28% response rate representing 231 household members. In summary the Conclusions indicate a greater affordable housing need in the parish area that what has been identified by the Council's housing register – there is only one household on the CDC housing register with a local connection to Milland. There will be a further meeting to discuss the survey results and to consider any action.

**7. ENVIRONMENT AND AMENITIES INCLUDING RECREATION
FIELD REPORT– Mr Colin Stopher**

Environment and amenities covers a wide range within the parish. This year Durrants Pond and the Sheep Dip have been tidied up and more will be done in the coming months including arranging for the barrier opposite the pond to be cleaned and painted. This will be done by volunteers. The Footpath 1193 opposite the Iping Marsh churchyard through to Kingsham Farm has had a small diversion to avoid the muddy surface. This is a Permissive Path made available thanks to the landowner. Concerns has been expressed about the condition of the Rights of Way along hatch Hanger and Lambourne Lane. There has been considerable damage done to the paths by timber removal lorries. We have been assured by the timber company that the surfaces will be made good with the improved weather.

At the end of the summer season last year various 'end of season' work was undertaken on footpaths i.e. cutting back brambles, bushes, trees and hedges, some of which should have been done by landowners. The Council has been working with local landowners at Titty Hill/Queens Corner, Upper Wardley Lane, Milland Lane, Fernhurst to clean out ditches and re-open grips (flow-aways) at the edge of the road. A lot of the problems with potholes stem from poor drainage. The Council has been urging all landowners to take responsibility for their ditches as riparian owners. Highways will not be clearing private ditches. The Council has been working in partnership with Linch Meeting, who have not formal authority at present, to undertake a WSCC Operation Watershed project to improve the drainage at the Linch/Fernhurst Road junction which is always subject to flooding. A grant application for £20K has been made for this project.

Recreation Field - In addition to the work agreed for the regular maintenance of the recreation field the Council has had a limited amount of tree surgery undertaken to remove weak branches following the annual survey. The conifer trees on the west side of the tennis courts were pruned and trimmed. The Council contributed to the cost of the new patio area outside the hall. A new bearing assembly was installed into the Spinney in the junior play area. The field has two litter bins which are cleared on a weekly basis by the District Council. The Recreation Ground and the equipment are kept in good condition, meeting all necessary safety standards. The field is well equipped for spontaneous play with tennis courts, junior play area, adventure play area, climbing frame and soccer goal posts. It is checked monthly to ensure that if there are any problems they are dealt with as quickly as possible. The field is reviewed by the Council in the spring and autumn. The matting under the swings will be replaced in May. New soccer nets will be ordered, and a bale of play bark will be spread onto the play area. Thanks, were expressed to Rob Findlay for his continued management of the area.

8. FINANCE – Mrs Lorraine Grocott, Clerk/RFO, reported that the Council’s finances were healthy and well managed. Accounts are independently audited each half year and subject to Annual Statutory Audits and Governance Statements. Bankers are Barclays PLC. The Council operates via Online banking. Updated financial statements are circulated at bi monthly meetings. After allowance for ring-fenced items the Council has £5.5K available funds. Parish precept for 2017/18 was £30,730 – Balance b/f £20,030, actual receipts £35,670, actual spend was £41,780, c/f balance £13,920. Grants and donations were awarded to: Cartersland Wildflower, Borden VH, Milland Cares, Gardening Club, Recreation Field, the churchyards, the CAB the Samaritans and the Air Ambulance. Public Work Loans paid for Milland Stores £4983. The balance on the PWL is £33,043. The Parish Precept for 2018/19 is £33,695 (an increase of 9.65%). The increase is because of the Milland Lane Highway signs. There are 378 chargeable dwellings in the Parish. Cost to electors is £68.76 for Band D household.

9. SUMMARY AND CLOSURE – The Chairman thanked the Councillors for their contribution to the running of the Council and to the Clerk for her work.

Chairman Date

These Minutes are unconfirmed until signed by the Chairman

MILLAND PARISH COUNCIL		<i>Barclays - Current a/c No. 50010332</i>			
Receipts and Payments from		1.4.16	<i>Sort Code 20-31-06</i>		
Balance brought forward 1.4.16					15370.19
Receipts	1.4.16	31.3.17			
VAT				2421.29	
Precept				30017.00	
Miscellaneous/Allotments				247.00	
Recreation Field				1237.50	
Grants				1450.00	
Administration				237.50	
Domain				265.42	<u>35875.71</u>
					51245.90
Payments	1.4.16	31.3.17			
VAT				767.52	
Sec 137				1239.99	
Insurance				594.89	
Subscriptions				396.71	
Miscellaneous				1448.99	
Public Works Loan				5091.76	
Rec Fld				5723.00	
Clerks Salary				5681.60	
Grants				4950.00	
Administration				4562.73	
Domain				758.34	<u>-31215.53</u>
					20030.37
Unpresented chq 361 £100					<u>-100.00</u>
Balance at bank 31.3.17					19930.37
Lorraine Grocott, RFO		3.4.17			
<u>Ringfenced funds</u>					
MTC Resurfacing fund		£1,000	12.16		
Clerks Gratuity		£6,000	12.16		
Rec Fld /Patio		<u>£1,250</u>	3.17		
Total Ringfenced		£8,250			

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**Contact details: Mrs Lorraine Grocott, Clerk to the Council, 23 West Meade, Milland, Liphook, Hampshire, GU30 7NB – Tel: 01428 741393 – email: postmaster@milland-wsx-pc.gov.uk
Parish website – www.milland-wsx-pc.gov.uk**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		