

MILLAND PARISH COUNCIL

Chairman: Mr. Jeremy Parker
Clerk: Mrs. Lorraine Grocott, BEM
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MINUTES of the Meeting of MILLAND PARISH COUNCIL held on Thursday 10 May 2018 at Milland Memorial Hall

Present: Mr. J Parker (Chairman), Mr. C Stopher, Mr. N Cartwright, Mr. M Cusack,
 Mr. S Pudge, Mrs. H Davies,
 Cllr. Dr Kate O’Kelly (County & District Councillor)

- 620. Apologies** - Mr A Farley, Mr J Gilliard, Sir J Wigram
621. Election of Chairman 2018-19 – Mr J Parker was elected Chairman.
 His nomination was proposed by Mr Cartwright and seconded by Mrs Davies. Agreed.
622. Chairman’s Declaration of Acceptance of Office – Signed by Mr Parker.
623. Election of Vice-Chairman – Mr M Cusack– Nominated by Mr J Parker, Seconded by Mr C Stopher. Agreed.
624. Declaration of Interests on Agenda items.
 Mr Parker - Milland Lane, Milland Stores, MVMH

- 625. Appointment of members to serve on committees for 2018-19**
(Chairman ex-officio on all committees)
Finance and General Purposes - Messrs Parker (C), Cusack, Pudge, and the Clerk
Planning – Mr Cartwright (C), Messrs Farley, Parker, Wigram and Mrs Davies
Environmental & Amenities - Messrs Cusack (C), Gilliard, Stopher and Mrs Davies

- 626. Appointment of representatives** - The following appointments were made:
 Milland Memorial Hall – Simon Pudge Borden Village Hall – LG to ask for report.
 Milland Bonfire Group – Jeremy Parker Milland Tennis Club – John Gilliard
 Chapel Common Liaison –Helen Davies Milland Stores – Colin Stopher
 Hollycombe School – Ask for report. Sport Club – As for report.

- 627. Areas of Responsibility -**
 Milland Lane North of Crockers/B2070 - Nigel Cartwright
 Wheatsheaf/Foley/Forest Mere/Ripsley - John Gilliard
 Hollycombe/Wardley/Lambourne - Alastair Farley
 Cartersland/Stretton’s Copse - Simon Pudge
 Millvale Meadows, Fernhurst Road - Colin Stopher
 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 – John Wigram

- 628. Dates and times of ordinary meetings 2018-19** - Meetings start at 7.30pm.

2018 – 5 July, 13 September, 15 November,
2019 - 17 January, 7 March
2019 - Annual Parish Assembly on 18 April and
 the Annual Statutory Meeting on 16 May 2019

- 629. Minutes of the Council meeting** – 8 March 2018 previously circulated, were agreed and signed.
Minutes of the Annual Parish Assembly 19 April 2018 previously circulated, agreed and signed.

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630. County and District Councillor's report – Dr. Kate O'Kelly

a) County Councillor's report

- Bus update - Stagecoach have taken over the 54,91,92 and 93 services from April 15th, 2018. WSCC bus strategy consultation is open – closes June 6th. www.westsussex.gov.uk/about-the-council/have-your-say. There was a well-attended NW West Sussex bus steering group on 1st May. Parishes/WSCC/Stagecoach and Community Transport were represented. The plan is to push publicity / promotion over the next few months and review passenger numbers at the next meeting.
- Health update – North Chi Local Community Network (LCN) – a network of health providers and local voluntary and other community organisations are looking at social prescribing and rural isolation. Social prescribing will be starting at Riverbank surgery Midhurst from this Summer. Village agents – Action in Rural Sussex initiative. She will be working with LCN to explore the roll out of village agents in the North Chi District area. Milland Cares is in the vanguard of this with an excellent website with a directory for residents.
- Community grants from WSCC – The Crowdsourcing model is up and running www.westsussexcrowd.org.uk. Organisations wanting to bid can go to the website and start their application.
- Highways – WSCC have announced new teams of “Rove and Fill” to add to their current teams working on pothole repairs. Currently filling 250 potholes a day. 35% increase in enquiries Jan-March 2018, compared to same period in 2017.
- What Matters to You survey – Now open. This biannual survey asks residents about their priorities for West Sussex. They provide services for 850,000 residents every day and have a budget of 533 million. The answers will help shape the way West Sussex plans to deliver services over the next few years. www.westsussex.gov.uk/whatmatters2018.
- North Chi County Local Committee – Meeting 19th June at Elsted Village Hall at 7pm. An opportunity for residents to ask questions to members and officers of WSCC.

b) District Councillor's report

- A27 Build a better A27 – Systra consultants to find a solution to put to Highways England – report in June. Special meeting of CDC to discuss the issue in June.
- Chichester and Midhurst Vision
- Chichester – New Enterprise centre on Terminus Road – opened in March 2018 – 68 office units, 14 workshops.
- Midhurst – Retail training – CDC training for retailers followed by a grant to upgrade shop fronts. Midhurst current vacancy rate – 5.5%
- Meeting of Midhurst Vision – SDNPA, CDC, Town Team CIC, MTC, Highways – collaboration working to review the original Midhurst Vision. Looking at all aspects to improve the town for residents and visitors and to attract more visitors, shoppers and tourists. CDC grants available for small businesses – www.chichester.gov.uk/grants.
- Litter – Fixed penalty notices for litter and fly-tipping issues in Chi District since Nov 2017. They have issued 685 tickets to date. Adopt an area campaign www.chichester.gov.uk/adoptanarea
- Recycling – Current rates 2017/18 is 44.8 – Target is 50% by 2020.
- Drop-in – Milland 7th June – Milland Stores – 10.30am -12.30pm.

631. Correspondence

1. Letters of thanks to the Bonfire Group for their donations to the bench for Armistice Remembrance and for the contribution towards the safety surfacing under the swings.
2. Letters to Hollycombe House recommending a tree surgeon inspection of the trees on Milland Lane and to Milland Place recommending a structural survey of the bridge over Milland Lane.
3. The Clerk had completed a District Council Community Facility Audit.

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632. Finance report – L Grocott

a) Online payments for approval

Milland Parish Council - Statement of A/c May 2018						
Balance b/f	1.4.18		14050.16			
u/p chq362£130			-130.00			
			13920.16			
Receipts	1.4.18-8.5.18					
Apr	CDC Precept 1st half	16848.00				
HM Revenue & Custom	VAT Repayment 17-18	797.54				
Bonfire Group	Donation to WW1 bench	500.00	18145.54			
			32065.70			Power to
Payments for approval	1.4.18-8.5.18			You No	Vat	Net
						Spend
Rothmans ChtAccts	Payroll/Year End a/cs	171.00	OL92	P	28.50	142.5 LGA72
WSALC	Subs 18-19	261.05	OL93	P		LGA72
CPRE	Subs 18-19	36.00	OL94	P		LGA72
Public Works Loan	Milland Stores	1795.73	DD	P		LGA03
R S Hall	Int audit acs 17-18	240.00	OL95	P	40.00	200.00 LGA72
BHIB Ltd	Insurance 18-19	536.19	OL96	P		LGA72
L Grocott	£1332.80£75.490£123.33	1531.62	OL97	P		LGA72
HMRC	PAYE Tax	333.20	OL98	P		LGA72
Borden Village Hall	Grant 18-19	1300.00	OL99	P		LGA72
CtrrsWld Inc mwng	Grant 18-19	250.00	OL100	P		OpenSpac
Gardening Club	Grant 18-19	100.00	OL101	P		OpenSpac
Milland Cares	Grant 18-19	100.00	OL102	P		LGA72
Milland Rec Fld	1st half grant 18-19	1750.00	transfer 1	P		OpenSpac
Milland Rec Fld	1st Repairs&Renwl	1000.00	transfer 2	P		OpenSpac
Milland Rec Fld	Mattnng U swings	1000.00	transfer 3	P		OpenSpac
Milland Rec Fld	Tree surgery	500.00	transfer 4	P		OpenSpac
Rothmans ChtAccts	Payroll 6mth ended 30.9.17	150.00	OL103	P	25.00	125.00 LGA72
	Estimated balance at bank		21010.91	10-May-18		

The payments were approved.

b) Report on Internal Audit for Accounts 2017-18

Findings

- 1) Monies paid and received during the year have been accurately recorded and reconciled to the bank and cash balances.
- 2) The accounting records, minutes, standard orders and other financial information were found to be in reasonable order.
- 3) VAT was not reclaimed on clerk expenses – total not claimed £35.45.
- 4) Fixed asset recorded on the annual return should show last year's cost price of £41,922, less disposals (at cost) add additions at cost. I believe the only addition was the Highways signs which cost £2,784, the balance carried forward should therefore be £44,706 – the draft figures excluded the recreation ground assets and the new signs. Although the annual return specifically excludes income and expenses of the recreation ground (as it is a charity in its own right), the fixed assets are insured by the Parish Council, and as such, should be recorded on the annual return, as in previous years.
- 5) The closing balance on the Public Works loan should be £33,043 – annual return showed £34,881.
- 6) I reviewed the Council website to ensure that the Local Government Transparency Code 2105 had been correctly implemented and adhered to.

Summary and Opinion

One of the function 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 accurately record the Council's financial position.

Rachel Hall (ACA) 19 April 2018.

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c) Approval of Statement of Assurance of Accounts for 2017-18: 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 31.3.18 represented fairly the receipts and payments of the council. The Chairman will sign the approval on behalf of the Council.

d) Exercise of public rights to view the accounts will be between 4th June and 13th 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.

e) Insurance 2018-19 – The Council is reviewing its insurance coverage as it has come to the end of a 3-year agreement. The Clerk is obtaining three quotes for consideration.

Insurance on Milland Tennis Courts – The Council's insurance covers the Ground Surfaces and Sports equipment. 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. Resurfaced in 2015.

633. General Data Protection Regulations (GDPR) – Effective 25 May 2018

a) Policies for adoption by the Council: -

- a) Information and Data Protection Policy
 - b) Social Media and Electronic Communication Policy
 - c) Data Retention and Disposal Policy
- These policies were agreed by the Council.

b) Other Consent documents and associated Notices

- a) Consent to hold Contact Information
- b) Councillor Privacy Notice
- c) Email Contact Privacy Notice
- d) Data Security Breach Report Form
- e) Inventory of Personal Data

Councillors completed their Consent to hold Contact Information.

c) Appointment of Data Protection Officer (DPO)– NALC's advice dated 27.4.18 regarding the appointment of a DPO is that 'it is more than 'good practice' for a council to appoint a DPO, it is a vital safeguard for the council to have access to independent, skilled advice to ensure it is able to act lawfully'. It is understood that the Clerk cannot be appointed as DPO. The Chairman recommended that we approach Maureen Chaffe who is willing to offer a DPO service to a limited number of councils in West Sussex.

d) The Chairman thanked the Clerk for her considerable time and effort to produce the GDPR document.

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634. Planning report - Mr N Cartwright

MILLAND PARISH COUNCIL			PLANNING APPLICATIONS		FROM 1.4.18
Date	Application No	Application	Property	PC Comments	DC Decision
Mar	01367/HOUS	Propsd demltn of exstng and constructn of new ancill building	Keepers Farm Cooks Pond Rd	No objection	
Apr	01079/HOUS	Extension replacment at rear of the property.	16 West Meade	No objection	
	01080/LDE	Exstg lawful development - CoU of land & bldgs adjac to Weston Farm Cttge to residential use for the storage of domestic items, includg garden eqpmnt relating to dwllng	Weston Farm Cottage Iping Road	No objection	
May	02242/LDE	Exstg lawful dvelopmnt certificate for unrestricted residential occupancy.	Paddock Cottage Cooks Pond Road		
		D1 children's nursery and pre-school w associated works.	Portsmouth Road	car parking	
	00096/FUL	Engineering operations to construct polo field	Gt Trippets Rake Road	Objections	
	01376/HOUS	Addition of chimney Breast to Side Elevation	Milland Farmhouse Milland Lane	No objection	
	01904/HOUS	Erection of PVCu Orangery to rear of property.	4 West Meade	No objection	
	01837/HOUS	Part single, part double storey rear ext and side porch.	8 Cartersland	No Objection	
	02369/NMA	Non material amndmt to p/a 17/05535/FUL - Adjstg the location of the main house by 3m to the west and 1m to the south to avoid encroachment into RPA's of retained trees.	Durrants Farm Fernhurst Road		

Objections have also been made to 1) The Black Fox Public House application for a CoU to Nursery School and 2) Tuxlythe House.

The Council has been consulted on the Stedham with Iping Neighbourhood Plan.

635. Environment

a) Spring Clean – Thanks were expressed to all those who helped. There were about 16 bags of rubbish collected. The Chairman will write an article in Milland News.

b) Wildflower Group Report – (in brief)

- There are signs of self-seeding and wildflowers are growing in number. More planting is planned.
- Mowing will begin as soon as the ground is stable.
- To commemorate the end of WW1 the group will be joining a national initiative to plant poppies.
- Last September a moth count was held. 36 moths were attracted to the mercury vapour lamp and 20 distinct species were recorded with the hour. The moth count will be repeated in May /June.
- Driving over edges and corners, an at time across the Green has again been an issue. SDNPA suggest a soil bund (small mound round parts of the Green to deter car access to the meadow. Further discussion to take place.
- Money raising is on-going with the sale of books, plants etc at the village shop.

c) Flag flying – The Union flag will be flown for HRH Prince Harry's and Ms Meghan Markle's wedding on 19th May. The Union flag will be flown for the HM Queen's birthday parade on 9th June. The Sussex flag will be flown on 16th June. The Merchant Navy flag will be flown on 2 September.

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635. Highways and Rights of Way

- a) The Clerk to liaise with Highways regarding cleaning and repainting the safety rails opposite Durrants Pond. If approved this work may be done by volunteers.
- b) Road side verges on Cartersland and Fernhurst Road opposite The Rising Sun. The Clerk to liaise with Mr Findlay to see if they can be stabilised.
Other verges – it has been brought to the Clerk’s attention the increasing amount of posts which are appearing outside local resident properties to stop traffic damaging their verges. Highway own two meters from the edge of the road. In an emergency, this allows for traffic to take evasive action if necessary.
- c) Triangle at the junction Milland Lane/B2070 – It was suggested and supported that the triangle be cleaned out. This will provide better vision and become more easily managed.
- d) Grade II Pier at the entrance to Milland Lane has bramble growing out of the top. It was agreed that there should be cleared before they damage the mortar.
- e) Cycle rides through the village during the summer
 Gran Fondo – 2nd June, 2) LiDBA – 11 June, 3) Velo South – 23 September
- f) An email was read from the owners on Cinder Lane about a recent accident and their concern about the increase and speed of traffic particularly in the am and pm.
- g) Community Highways Schemes – Highways have set aside a sum of money available to parishes for highway related schemes. Providing they meet the criteria, there is an opportunity to apply for specific improvements in the local network. Councillors will be meeting with Highways regarding a review of the Harting Coombe crossroads.

636. Chapel Common – Councillors have met with SDNPA and other interest parties about the future management of the common. Negotiations are taking place with the owner.

637. Milland Tennis Club – The Clerk has been advised that there is an increasing problem with children using the courts to kick a football around and climbing the nets. She will liaise with the chairman of the tennis club about a security system.

638. North Chichester County Local Committee – 19th June at Elsted Village Hall at 7pm.

639. Date of next meeting – 5th July 2018 @ 7.30pm

Chairman: _____ Date: _____

These Minutes are unconfirmed until signed by the Chairman.