

MILLAND PARISH COUNCIL

Chairman: Mr. Jeremy Parker
Clerk: Mrs. Lorraine Grocott, BEM
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MINUTES of the Annual Statutory Meeting of MILLAND PARISH COUNCIL

held via Zoom conferencing on **Thursday 7 May 2020**

Present: Mr. J Parker (Chairman), Mr. C Stopher, Mr. N Cartwright, Mr. M Cusack, Sir John Wigram, Mr A Farley, Mrs J Pilkington
 Cllr. Dr Kate O’Kelly (County Councillor)

- 799. Apologies** - Mrs M Truss (unable to access Zoom connection)
- 800. Election of Chairman 2020-21** – Mr J Parker was elected Chairman.
 Nominated by Mr Farley and seconded by Mr Cartwright. Agreed.
- 801. Chairman’s Declaration of Acceptance of Office** – Signed by Mr Parker.
- 802. Election of Vice-Chairman** – Mr Cusack– Nominated by Mr Farley, Seconded by Mr Stopher. Agreed.
- 803. Casual Vacancy** due to resignation of Dr Auldeen Alsop – CDC has been advised.
 The Chairman has written a letter of thanks to Dr Alsop.
- 804. Declaration of Interests** on Agenda items. Councillors interest in The Rising Sun application of Change of Use from Public House to Take Away operation.
- 805. Appointment of members to serve on committees for 2020-21**
(Chairman ex-officio on all committees)
Finance and General Purposes - Messrs Parker (C), Cusack, Farley, Mrs Truss, and the Clerk
Planning – Mr Stopher (C), Messrs Cartwright, Farley, Wigram, and Mrs Pilkington
Environmental & Amenities - Messrs Cusack (C), Cartwright, Stopher and Mrs Pilkington
- 806. Appointment of representatives** - The following appointments were made:
 Milland Memorial Hall – Maureen Truss Borden Village Hall – John Wigram
 Milland Bonfire Group – Jeremy Parker Milland Tennis Club – Alastair Farley
 Milland Stores – Matt Cusack Hollycombe School – Nigel Cartwright
 Milland Sports Club – Colin Stopher
- 807. Areas of Responsibility -**
- | | |
|---|--------------------------------|
| Milland Lane North of Crockers/B2070 | - Jeremy Parker |
| Wheatsheaf/Foley/Forest Mere/Ripsley | - Maureen Truss |
| Hollycombe/Wardley/Lambourne | - Alastair Farley |
| Cartersland/Stretton’s Copse/Fernhurst Rd | - Julia Pilkington |
| Millvale Meadows | - Colin Stopher |
| Drakeleys Fld/Pennels Close/West Meade | - Colin Stopher |
| Iping Road/Titty Hill Cnr/ the Hollies | - Nigel Cartwright/Matt Cusack |
| Rake Road & Pennels Bridge/Cooks PndRd | - John Wigram |
| Borden & Rondle Wood | - John Wigram |
- 808. Dates and times of ordinary meetings 2020-21** - Meetings start at 7pm.
2020 – 2 July, 3 September, 12 November,
2021 - 14 January, 11 March - APA on 17 April and ASM on 13 May 2021
- 809. Minutes of the Council meeting** – 12 March 2020 previously circulated, were agreed and signed.

810. - County Councillor report and WSCC Covid Update

Recorded Cases in West Sussex – 1185 cases updated on 6th May. There is still considerable amount of acute hospital capacity in West Sussex, with occupancy levels below 60%, against a usual position of 99-100%.

Personal Protective Equipment (PPE) WSCC continues to maintain its own PPE Stocks for its own needs and is receiving regular deliveries from suppliers. WSCC has, **at the current level of use**, enough stocks of basic items to meet demand throughout May. However, if these stocks are required to support the wider care sector they may deplete much sooner.

West Sussex businesses are being asked if they can supply or donate any personal protective equipment (PPE) to help protect frontline workers who are delivering essential services to residents during the coronavirus outbreak.

The Council would really like to talk to any business in West Sussex that has or is producing PPE that could be donated to or purchased by the County Council.”

Examples of PPE needed are:

- Hand sanitiser gel (greater than 60% alcohol)
- Hand sanitiser gel dispensers
- Disposable shoes, overalls and plastic aprons (single use) - CE marked
- Eye protection EN166:2001 Frame Marking 3
- Disposable gloves (single use) EN:374/5 (Viral protection)/nitrile purple/ nitrile blue
- Fluid repellent surgical mask (single use) Type 11R medical use
-

The Sussex Resilience Forum (SRF), which brings together public service agencies in responding to COVID-19, has a full list of PPE required on its website: www.sussex.police.uk/srf. In addition to the items on the SRF list, there is an urgent need for sanitiser gel dispenser bottles (ideally not larger than 1 litre and flip lid or hand pump preferred).

All PPE items need to conform to the correct safety standards - detailed specifications are available on the gov.uk [website](#).

If your business may be able to help in any way, please email PPEOffers@westsussex.gov.uk and the council will get in touch with you.

SDNPA – Linking to businesses – Map - A tool which helps community groups and local businesses link together. There is an email address beneath the map where you can advise the SDNPA of any additions or updates to the businesses that are shown. <https://www.southdowns.gov.uk/connecting-communities-with-local-suppliers-and-support-during-the-covid-19-pandemic/>

Communities - Community Initiative Funding (CIF) window has been [extended to support groups carrying out Coronavirus-related community work](#).

CIF's relaxed eligibility criteria is now accommodating of:

- Urgent funding bids for consideration outside of County Local Committees;
- Running costs as well as tangible projects.

In addition, WSCC crowdfunding partner, Spacehive, is waiving its fee for all projects created on West Sussex Crowdfunding during the crisis.

Emergency fuel vouchers -Financial support is available from Citizens Advice branches in Sussex to help vulnerable households facing a financial crisis to meet their energy costs. Emergency fuel vouchers (£28 for an individual and £49 for a family) are available to pre-payment meter customers who meet the scheme's [eligibility criteria](#). Some clients may qualify for more than one voucher.

Minutes of Milland Parish Council Annual Statutory Meeting, 7 May 2020

The scheme is funded by the County Council's not-for-profit energy supplier, [Your Energy Sussex](#), which has increased the value of individual vouchers in response to the additional hardship faced during the Coronavirus lockdown. Residents should contact their [local Citizen's Advice branch](#) to check eligibility and apply.

Contacts: David Edwards/Nicola Stringer

Email: david.edwards@westsussex.gov.uk / nicola.stringer@westsussex.gov.uk

Phone: 033 022 25826 / 033 022 22784

Household Waste Recycling Sites -The County Council has confirmed it has developed a plan to safely reopen Household Waste Recycling Sites (HWRSs) next week (week commencing 11 May) considering government guidance published today (5 May).

The sites were closed temporarily in March to ensure the safety of residents and staff and to limit the spread of the Covid-19 virus. In accordance with the new HWRS and general government guidance, social distancing measures will be in place when the sites reopen, the number of people visiting at any one time will be restricted and there will initially be limits on the waste which can be accepted.

The public are being advised, in line with the guidance, that a visit should only be undertaken if the journey can be considered essential and that they should only bring waste/recycling which could not be stored on their property without causing a risk of injury, health or harm to the resident or other members of their household or harm to public health and amenity.

Virtual Meetings at WSCC

Several regular West Sussex County Council meetings will be held virtually over the coming month, so that priority business can still be dealt with. Following new legislation, council meetings can now be held virtually (by video or phone) until May 2021 and the County Council will be using audio-only technology for these meetings, to ensure they are robust, reliable, and secure. All meetings that take place will be audio-webcast so that the public will be able to listen to the discussions. Cabinet is due to meet monthly to take key decisions and will also receive updates on the Council's Covid-19 response, enabling democratic oversight with opposition party leaders and scrutiny chairmen able to take part and ask questions.

Anyone who wants to listen to any meeting being audio-cast, can do so by visiting westsussex.public-i.tv/core/portal/home. Individuals can also access archived meetings which are available for six months after the broadcast date.

Thanks, were expressed to the County Council for all the work they have done. In particularly their work on behalf of the vulnerable and children.

Chichester District Council has been giving out £30m. out of £37m. government grant money to businesses. Milland Memorial Hall has received £10K to help offset the loss of business due to closure. John Wigram was asked to suggest to Borden Village Hall Committee to see if they are eligible.

811. Public Participation – There were no public present. Standing Orders (SO) should be amended to show how the Council managing public participation during Covid-19. The basic principle is that 'all public have a right in law to 'attend', not just residents'. Agendas are placed on the website and notice board 3 days in advance of the Meeting.

812. Remote meetings – SSALC has suggested that the Council add a reference into Standing Orders (SO) citing the Regulations permitting remote meetings. If member cannot access the Meeting a quorum of councillors will suffice.

813. Chairman's items – It was difficult to take some items forward because of Covid-19.a) The Business Plan:

- Neighbourhood Plan needs to be reviewed. CS to review with the planning committee. NC and AF to help with the review. The review will be by addendum to the document.
- To improve communication between residents and the website with the idea of 'supply push rather than demand pulls.'
- Play area – Tower project
- Road safety to monitor and improve where necessary.
- Continue to clear grips and ditches where necessary to prevent flooding.
- Consideration to be given to the provision of a parish office - Action the AMEN Committee.
- To encourage and support community interest groups i.e. developing the Sports Club and maintaining the Garden Club, to keep local clubs and societies in the community together.

b) Recruitment of the new Clerk/RFO – The position has been advertised for another month on the SALC site. An indirect approach has been made from a clerk in West Sussex.c) Milland Volunteers (MV) (Covid-19) Progress and long-term future –

1. Having met certain requirements the Council's insurers BHIB Affinities have agreed that Mr Williams can be co-opted onto the Council and Milland Volunteers will form part of the Milland Resilience Plan. This means that the work of Milland Volunteers is covered under the Council's insurance. Currently there are 62 volunteers i.e. 10% of the residents. MV will help with collecting prescriptions, shopping, mowing lawns, walking dogs during the initial 'lock down' period and beyond.
2. MV have arranged for a new website to be created www.millandvolunteers.co.uk which allows for improved flexibility. It has social media platforms including Instagram, email address MillandVolunteers@gmail.com, Twitter, and a new Facebook site Milland Community. The cost of the website is £1800. The Clerk is in the process of trying to attract funding for the site.
3. Transfer of Email distribution lists – Val Porter on behalf of Milland News has been sending out updates on her email distribution list which have been providing the community with up to date information on what help is available during 'lockdown'. She would like to hand these lists over to the Council so that in future residents can be made aware of information more quickly than through the bi-monthly Milland News.

814. Milland News – update on finding a new editor

Mark Keohane has emailed the following: - Milland News MN is a valuable part of Milland life and highly regarded and appreciated by those who live here. As Val steps back, MN is at risk of disappearing. No-one has stepped forward to offer to fill Val's shoes, and this is likely because of time poverty and a fear of the amount of work involved. There remain, however, several people who not only wish to see MN continue but are willing to do what they can to keep MN arriving through letter boxes into the future. A team approach has been formulated on the premise that if the work can be shared and co-ordinated there will be no great dependency on any one individual. Currently the number who have expressed a commitment to involvement is seven. There may be others willing and able to continue if the approach will be a team effort. There will be an item sent to Val Porter by Mark for inclusion in Val's last MN.

815. VE75 Anniversary bench – replacing the bench at Durrants Pond

The Clerk has obtained approval for a £250 grant from Chichester District Council for an item for the VE75 remembrance on 8th May. The bench at Durrants Pond needs replacing and it was agreed this was suitable. Matt Cusack to investigate a suitable oak replacement and he will arrange for a plaque 6"x3" to be made for the bench.

Minutes of Milland Parish Council Annual Statutory Meeting, 7th May 2020

816. Finance report – L Grocott

| Milland Parish Council | | Statement - May 2020 | | | | | | |
|------------------------|----------------------------------|----------------------|--|------------|---------|-----------------|----------|--------|
| Balance b/f | 1st April 2020 | | 19865.74 | -11420 | 8445.74 | Available funds | | |
| Receipts | 1.4.20-7.5.20 | | | | | | | |
| CDC | Precept 1st half | 18880.00 | | | | | | |
| SDNPA | CIL receipt | 333.04 | 19213.04 | | | | | |
| Payments for approval | | | 39078.78 | You No | Vat | Net | Spend | |
| AirS | Subs 20-21 (part/MVMHE70) | 144.00 | | OL198 | P | 24.00 | 120.00 | LGA72 |
| WSALC | Subs 20-21 | 281.86 | | OL201 | P | | 281.86 | LGA72 |
| CPRE | Subs 20-21 | 36.00 | | OL202 | P | | 36.00 | LGA72 |
| Public Works Loan 1/4 | Milland Stores | 1687.00 | | OL203 | P | | 1687.00 | LGA03 |
| R S Hall | Internal audit acs 19-20 | 240.00 | | OL204 | P | 40.00 | 200.00 | LGA72 |
| BHIB Insurance | Insurance 20-21 | 505.12 | | OL295 | P | | 505.12 | LGA72 |
| L Grocott 1/6 | SE1945;OE125 | 1681.00 | | OL206 | P | | 1681.00 | LGA72 |
| HMRC | PAYE | 389.00 | | OL207 | P | | 389.00 | LGA72 |
| Wilkins Kennedy | Payroll Sept 19-end Mar 20 | 156.00 | | OL208 | P | 26.00 | 130.00 | LGA72 |
| Milland Rec Fld | 1st half grant 20-21 Maintenance | 2250.00 | | Transfer 1 | P | | 2250.00 | OpenSp |
| Milland Rec Fld | 1st half grant Repairs & Renwls | 750.00 | | Transfer 2 | P | | 750.00 | OpenSp |
| Milland Rec Fld | 1st half grant Administration | 250.00 | | Transfer 3 | P | | 250.00 | OpenSp |
| Milland Rec Fld | CIL receipt | 333.04 | | OL209 | O | | 333.04 | OpenSp |
| Borden Village Hall | Grant 20-21 | 1200.00 | | OL210 | P | | 1200.00 | OpenSp |
| Cartersland Wildflower | Grant 20-21 | 200.00 | | OL211 | P | | 200.00 | OpenSp |
| Gardening Club | Grant 20-21 | 200.00 | | OL212 | P | | 200.00 | GPoC |
| Friday Lunch Club | Grant 20-21 | 100.00 | | OL213 | P | | 100.00 | GPoC |
| Churchyards M/I/L | Grant 20-21 1st half | 225.00 | | OL214 | P | | 225.00 | OpenSp |
| CPRE | Subs 20-21 | 36.00 | 10664.02 | OL215 | P | | 36.00 | OpenSp |
| | Balance at bank 7.5.20 | | 49742.80 | | | 90.00 | 10574.02 | |
| | Less Ringfenced Funds | | -11420.00 | | | | | |
| | Available funds | | 38322.80 | | | | | |
| | | | <i>Payment in shaded area have been paid</i> | | | | | |
| Ringfenced funds | | | | | | | | |
| MTC Resurfacing fund | | £3,070.00 | | | | | | |
| Clerks Gratuity | | £8,350.00 | | | | | | |
| Total Ringfenced | | £11,420.00 | | | | | | |

P - Precept; O-Outside Precept; E-Excess of Precept

The payments were approved.

Milland Tennis Club Resurfacing fund – Mr Farley advised that after consultation with Mr Gilliard and the Clerk the sum held by the Parish Council for the resurfacing fund is £3070.

b) Report on Internal Audit for Accounts 2019-20

- 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, standing orders and other financial information were found to be in reasonable order.
- 3) The figure recorded on the annual return was incorrect. It should read £25,620 (the capital balance outstanding at 31 March 2020)
- 4) There was a rounding error of £1 on the annual return. Other payments should be amended to read £20,769, rather than £20,770.
- 6) 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 satisfactory, and accurately record the Council's financial position.

Rachel Hall (ACA) 24 April 2020.

- c) R S Hall & Co. Chichester were appointed as the internal auditors for 2020-21 – Proposed by Mr Farley and seconded by Mrs Julia Pilkington

Minutes of Milland Parish Council Annual Statutory Meeting, 7th May 2020

d) Approval of Statement of Assurance of Accounts for 2019-20: The Internal Audit has been carried out in accordance with the Council's needs and planned coverage and has been examined by Ms Rachel Hall the internal auditor. The Internal Audit report has been signed. The members acknowledged 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 31.3.20 represented fairly the receipts and payments of the council. The Chairman will sign the approval on behalf of the Council.

e) Exercise of public rights to view the accounts will be between 2nd June and 14th July 2020.
The notice of appointment of date for the exercise of elector's rights will be placed on the noticeboard in the village hall car park and on the Council's website.

f) Signatories on the Barclays a/c - The Clerk, Mr Cusack and Sir John Wigram are signatories.

g) Insurance 2020-21 – The Council is insured with BHIB Limited preferred partner of Aviva.

The insurance year is from June 2020.

h) Community Infrastructure Levy (CIL) – The Council has received the sum of £333.04 and will be transferred to the Recreation Field where it will be used for the new Tower project.

817. Planning report – Mr C Stopher reported on the following applications: -

00095/House – Bobbolds Farm - Approved

06108/House – Field House, Wheatsheaf Enclosure – In Progress

00572/TPO – 9 Pennels Close - Approved

00582/LDP – Lambourne House – Approved

00538/HOUS – Longfield, Wardley Lane – Approved

00756/CND – Wispers Titty Hill – Pending

00883/FUL – Retrospective – Land adjacent to Moor Cottage – Limited approval

01350/LDP – Keepers Cottage, Fernhurst Road – In Progress

01726/DA – Rising Sun – Request to operate as a takeaway business – In Progress

818. Environment & Amenities (AMEN)

a) Village Spring Clean 21/22 March – Thanks were expressed to all who helped.

b) Future of the manorial waste opposite Durrants Pond – Matt Cusack and the AMEN Committee were asked to give some thought to what they would like to do with the area.

Mrs Truss has some Willow 'whips' which may be suitable for planting on the site.

819. Highways and Rights of Way

a) Cartersland – parking bays – Approval has now been obtained from Highways so Mr Findlay can go ahead with this project according to the agreed specification. His quote was for £985.

b) Harting Coombe Road / Rake Road – After a full inspection of the carriageway it has been agreed that the road is now in poor condition. The Asset Management Team will review its earlier proposal with a view to moving this up the priority list.

c) The Scottish and Southern Electricity (SSE) Project road closures have been delayed. It is expected that the Harting Combe Road will be closed between junction with Harting Combe Road and junction with Milland Lane/Iping Road will commence on 26 May until 25 October.

820. Date of next meeting, which will be held via Zoom, will be on 3rd July 2020 @ 7pm.

Chairman: _____ Date: _____

These Minutes are unconfirmed until signed by the Chairman.