

# MILLAND PARISH COUNCIL

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**Chairman:** Mr. Jeremy Parker  
**Clerk:** Mrs. Lorraine Grocott, BEM  
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## MINUTES of the Meeting of MILLAND PARISH COUNCIL held on Thursday, 2<sup>nd</sup> July 2020 via Zoom

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**Present:** Mr. J Parker (in the Chair), Mr. C Stopher, Sir J Wigram, Mrs. J Pilkington  
 Mr. M Cusack, Mr. A Farley, Mrs. S Hoar  
 Cllr Dr K O’Kelly, County Councillor  
 Cllrs, Mrs. N Graves, Mr. P Wilding, District Councillors

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**821. Apologies**– Mrs M Truss, Absent Mr N Cartwright - Accepted

**822.** Welcome to the new councillor – Mrs Sue Hoar

**823.** Welcome to the new Clerk in Waiting – Ms Victoria Williams

Ms Williams will become the Assistant Clerk on 1<sup>st</sup> September and will shadow Mrs Grocott. She will take over from Mrs Grocott at the meeting on 12<sup>th</sup> November. Ms Williams grew up in the neighbouring village of Headley where her father has been a District Councillor for 40 years. She has a degree in Zoology and has had a varied career managing pubs, working in the construction industry, and abroad working with bomb disposal units.

The councillors introduced themselves, sharing their own background information.

**824. Minutes of the Annual Statutory Meeting 7 May 2020 –**

Approval proposed by Mr A Farley and seconded by Mr C Stopher.

**825. Declaration of personal or prejudicial interests –**

- a) Item 11. VE/VJ Day – Mr Parker is secretary of the local branch of the Royal British Legion.
- b) Item 14. Mr Cusack is the applicant for the planning application at Hazelbank Farm.

**826. County Councillor’s report – Dr Kate O’Kelly**

- WSSC Covid Update – As at 1<sup>st</sup> July, there have been 1378 recorded cases in West Sussex which amounts to an infection rate of 160.4 per 1000,000 residents.
- Local Outbreak Plan – WSSC has published its COVID-19 Local Outbreak Control Plan. <https://www.westsussex.gov.uk/fire-emergencies-and-crime/coronavirus-covid-19-advice-and-information/west-sussex-covid-19-local-outbreak-control-plan/>
- Libraries – Libraries in West Sussex will be starting a phased reintroduction of services from Monday 6<sup>th</sup> July with a Select and Collect option from the front doors of all 36 buildings. The closest to Milland is at Midhurst Library.
- Birth Registration Service Re-Opening – <https://www.westsussex.gov.uk/births-ceremonies-and-deaths/birth/register-a-birth/>

- Care homes – Public Health England have advised that in West Sussex there have been 147 (cumulative total) care settings who have confirmed or suspected clusters of Covid-19. The impact of Covid-19 continues to be seen in care homes with double the number of vacancies now as compared with the same period in June 2019.
- Funding available for apprenticeship training – Applications are now open for West Sussex based businesses to apply for funding for apprenticeship training from the Council. As an apprenticeship levy payer, the Country Council can transfer 25% of their annual levy fund to other employers through a digital account. This funding can then be used to fund apprenticeship training for a new, or existing staff member to help tackle skills gaps. <https://www.westsussex.gov.uk/jobs/apprenticeships-career-tqasters-and-volunteering/apprenticeship-levy-transfer-funding/>
- Broadband – Partnership working by West Sussex councils and the Department for Digital, Culture, Media and Sport means extra money will be available for gigabit-capable broadband for residents and businesses in rural areas. The Parish Council can support this by raising awareness of the scheme and connecting individuals who are seeking to progress applications with others in their community. <https://www.westsussex.gov.uk/news/broadband-boost-for-rural-homes-and-businesss-as-councils-announce-additional-funding-for-government-voucher-scheme/>
- Motorbike cross parish group – A group has been set up to share best practice and to encourage a more strategic approach to enforcement on the road network including A272. Since then police have considerably increased their enforcement activities.
- Cycling – reallocation of road space – Funding for all seven temporary cycleway schemes in West Sussex has been approved by the Department for Transport. Schemes will largely be temporary, such as pop-up cycle lanes and some road closures. The CDC scheme is in Chichester, but MAC and local councillors have asked for funding locally for pop-up lanes in Midhurst and to extend the 30mph out of Midhurst to improve the safety of the Midhurst – Stedham cycling route.
- Buses – Free bus passes for pensioners can be used after 9.30am on weekdays as previously. This rule was relaxed during lockdown. The disabled bus pass can still be used at any time.
- Climate Change – The Climate Change Strategy, which will be formally adopted in July sets out a vision that by 2030 West Sussex County Council will be carbon neutral. Once the strategy is agreed in July, the Country Council will set out a delivery plan, showing how it plans to lead, enable, and inspire the change needed and how it will engage with communities.

#### **828. District Councillors report – Mrs Norma Graves**

- Following the changes brought about by Covid-19, CDC are looking at the framework for future services.
- The District Council offices have been closed. The markets have now re-opened. Shops in Chichester are re-opening. The Council is reviewing the Vision for the High Street.
- CDC was the first council to get all the government money out to local businesses. Including £10,000 to Milland Memorial Hall. There is a busines rate grant scheme for small business in the District.
- There is a Waste Hardship Fund available for residents who have problems with paying their council tax.
- About 30 rough sleepers have been accommodated during ‘lock down’. This has been useful in helping them to review their lives.
- Local theatres including the Chichester Festival Theatre and Chichester Gallery have been shut.

## Minutes of Milland Parish Council meeting 2<sup>nd</sup> July 2020

**Mr Peter Wilding – District Councillor** reported on the financial impact on CDC

- There has been quite an impact on the more affluent areas in local government, like Chichester District. They will suffer more because they have been successful in generating their own income. As the economy recovers CDC will have to look at making efficiency savings or prioritising services. CDC will be able to sustain the costs this year but not in the future as their budget is capped. The difference between district and parish councils is that parish councils are not capped, and they can set their precept as high as they need to meet the costs of running their communities.

**829. Public Participation** – There was none.

**830. Matters arising** – Mr Jeremy Parker

- 1) Item 810 – Covid update – There was disappointment that the Community Initiative Fund (CIF) had failed because it was a retrospective application for the Milland Volunteers website. At the time it was considered that an immediate response was required. The grant application to Southern & Scottish England (SSE) for £900 has been successful. The total cost of the website is £1500 + vat. The Council agreed to make up the final amount of £600. There will be ongoing maintenance costs for the site.
- 2) Item 812 – Remote meetings - NALC have advised that local councils are to continue to meet remotely, without the need for face-to-face contact. The Council's Standing Orders will need to be amended. The September meeting will be held via Zoom.
- 3) Item 813 – MDNP Review - Mr Stopher is moving ahead with forming a group to oversee the review of the Milland Development Neighbourhood Plan (MDNP).
- 4) SSALC Seminar for Council Officers- Effective Communications and Engagement in a Post-Lockdown World on 16<sup>th</sup> July, 10am-11.30am. JP, LG, VW to register.
- 5) Milland Valley News (MVN) to look at how they can take forward the Milland Volunteers (MV) website to rebrand and to include a MV section on the site so that MV can be brought back to life if necessary. There will be a meeting on 8<sup>th</sup> July to discuss how to best use MVN.
- 6) Jigsaw Tower Unit – The Order has been placed. Work will start on 13<sup>th</sup> July.
- 7) Parish Office – Ms Williams is keen to work from home so the requirement for a parish office is no longer necessary.
- 8) The Council will continue to offer support to clubs and societies, as necessary.
- 9) Manorial Waste opposite Durrants Pond – Mr Cusack and Mrs Hoar to view the site and bring back ideas for its use to the next meeting.

**831. Finance report** – L Grocott

Milland Parish Council		Statement - July 2020					
Balance b/f	1st April 2020		19865.74	-11420	8445.74	Available funds	
Receipts	1.4.20-30.4.20		19283.04				
	09-Jun S&SE grant for MilVol website		900.00	AC15			
	17-Jun L Grocott Reim Sal/Exp OL206		1681.00	AC16			
			41729.78				
Payments 8.5.20-10.5.20			-12308.95				
	Balance at bank 18.6.2020		29420.93	Vou No	Vat	Net	Spend
Payments for approval							
H Williams	Reim MilVol website	1800.00		OL216	300.00	1500.00	GPoC
L Grocott P.3 30.6	SE972.50; EE76.04; OE62.50	916.64		OL217		916.64	LGA72
HMRC	PAYE	194.40		OL218		194.40	LGA72
L Grocott P.4 31.7	SE972.50; OE62.50	840.40		OL219		840.40	LGA72
HMRC	PAYE	194.60		OL220		194.60	LGA72
R Findlay	Hedging/mowing in parish	275.00		OL221		275.00	OpenSp
Milland Rec Fld	Grant to Jigsaw project	750.00		transfer		750.00	OpenSp
Wilkins Kennedy	Payroll 1st Quarter 20-21	78.00		OL222	13.00	65.00	LGA72
Moore	External audit fee	360.00	-5409.04	OL223	60.00	300.00	LGA72
Estimated	Balance at bank 2.7.20		24011.89		373.00	5036.04	
	Less Ringfenced Funds		-11420.00				
	Available funds		12591.89				
Ringfenced funds							
MTC Resurfacing fund	£3,070.00			2nd half Precept due 17 September 2020		£19283.04	
Clerks Gratuity	£8,350.00						
Total Ringfenced	£11,420.00						

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

These payments were approved.

Other matters: -

a) The Notice of Public Rights and Publication of unaudited Annual Governance & Accountability Return has been placed on the notice board in the car park. The accounts and records for year ended 31 March 2020, are available for inspection from 2<sup>nd</sup> June until 14<sup>th</sup> July. Please contact the Clerk.

**832. Covid-19 update**

Milland Volunteers is meeting via Zoom with the next meeting to be held on 22<sup>nd</sup> July. Later this month discussions will be taking place with the new MVN team about managing the website for both the Milland News and for Milland Volunteers Covid-19 response and information. The website has been part funded by a successful grant application to Scottish and Southern Electricity Networks Resilient Communities Fund who have contributed £900 towards the overall cost of £1500+vat. To help with track and trace, there is a Kings College App whereby people log in everyday with a health update. <https://covid19.joinzoe.com/>

**833. VJ Day 15<sup>th</sup> August**

The District Council small grants programme is open to receive applications for ways to celebrate the 75th anniversaries of Victory in Europe and Victory over Japan. The Council had agreed to replace the old bench at Durrants Pond. It will be a 3-seater costing £330 including vat. The District Council has approved a grant £250 toward this project.

**834. New Clerk's orientation**

Ms Williams will start as Assistant Clerk on 7 hours per week for the months of September and October. One of the key elements will be for her to commence the CiLCA course. There is also the possibility before she starts for her to be present at SSALC Seminar for Council Officers – Effective Communications and Engagement in a Post-Lockdown World. The Council agreed to cover any costs associated with the Seminar.

**835. Resident's email address list for the transmission of information – GDPR Data Protection**

As Ms Porter has stepped down as the editor of Milland News and resident's communicator, she has emailed the following email lists to the Council. (1) MN Contributors, (2) MN advertisers, (3) MN Crime Alerts and (4) Milland residents list. The email list for numbers (1) and (2) will be retained by Milland News for their publishing requirements. Under Data Protection, the Council will have to change its List of Personal Data Item D. (14) for sending out information to residents. Consent has been requested by emailing all residents on the list and asking them to advise if they do not wish to be included on the list, so they can opt out.

**836. Scottish and Southern Electricity (SSE) – Petersfield/Fernhurst Network Upgrade**

During the next 15 months SSE will be investing £8.4 million over a 19-month long project to future proof a significant section of the South East network. The project will build resilience to the area's power supply through the undergrounding of sections of cable and the refurbishment of the primary substation on Bedford Road in Petersfield. The second section will be Harting Combe Road and the road will be closed from 25/05/20-25/10/20. Access will be maintained for residents to properties and pedestrians. The Rake Road closure will be from 11/09/20-12/01/21.

**837. Planning report – Mr Stopher reported on the following applications: -**

01350/LDP – Keepers Cottage, Fernhurst Road - Approved  
 01858/TPO – Pine Ridge, Wheatsheaf Encl – No Objection  
 01900/PRE – Hazelbank Farm Iping Road – Advice provided  
 02131/APNR – Griffin Nurseries, New Farm- No Objection  
 02139/CND – Broadfields, Portsmouth – No Objection  
 01107/HOUS – Brickyard Cottages, Rake – No Objection – Comments

**838. Highways and Byways**

- a) Cartersland Green repairs to the verge surface – The Council now has received formal approval from Highways for two permanent parking bays, currently used for overflow carparking and BT. The council has a quote for £984 from Mr Findlay. Start date to be advised.
- b) Rights of Way inspections are resuming in July and Milland will be the first to be inspected. Councillors were asked to advise of any issues or potential improvements they would like the Access Ranger to look at. The Clerk has received several issues from area representatives.
- c) Tullecombe Cycle Trail – new parking area at the top of the hill. With Forestry England (FE), BIKEPARK have created a new car park at the top of the hill beyond the forestry office. It will be able to accommodate 100 cars and they are working to enlarge the site. The plan is to park all the vehicles up at the top from now on and rather than use the verges. They are planning to work with FE to reinstate the verges with hedging. The drains have been cleared out at the bottom and they have tidied up the ponding in the middle.
- d) Footpath in front of Durrants Pond – slope to the ditch – The footpath needs to be relevelled as it is subsiding down into the deep ditch which presents a danger to mothers with buggies. The Clerk to send photographs to the County Councillor to raise with Highways.
- e) Highways maintenance - Residents can report potholes through the Love West Sussex app.

**839. Local groups / organisations**

- a) SSALC Seminar for County Officers – Effective Communications and Engagement in a Post-Lockdown World – 1.5 hour session will give Clerks and other Officers useful insight into how to strategically improve their council’s communications with local residents across both print and digital media – Thursday 16<sup>th</sup> July 10am-11.30am. JP, VW, LG
- b) CDC All Parishes Meeting – Thursday 15 October either in North of the District or if restrictions are still in place via Zoom video conferencing.

**840. Date of next meeting** – 3<sup>rd</sup> September 2020 at 6pm via Zoom

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

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