

MILLAND PARISH COUNCIL

Chairman: Mr. Jeremy Parker
Clerk: Miss Viki Williams
 18 West Meade, Milland, Liphook, GU30 7NB
 Hampshire, Tel: 07792 498087
 Email: postmaster@milland-wsx-pc.gov.uk –
 Website: www.milland-wsx-pc.org.uk

MINUTES of the Meeting of MILLAND PARISH COUNCIL held on Thursday, 12th November 2020 by Zoom

Present: Mr. J Parker (in the Chair), Mr. M Cusack, Mr. C Stopher, Mrs. M Truss, Mr N Cartwright, Mr A Farley, Sir J Wigram, Mrs S Hoar, Mrs J Pilkington
 Cllr Dr K O’Kelly, County Councillor

856. Apologies – None

857. Minutes of the Meeting 2nd September 2020 –
 Approval proposed by Mr A Farley and seconded by Mrs S Hoar

858. Minutes of the Finance Meeting 17th October 2020
 Approval proposed by Mr A Farley and seconded by Mrs S Hoar

859. Declaration of personal or prejudicial interests –
 Mr A Farley declared an interest in a planning application but reported that this had been recorded at a previous meeting –Keeper’s Cottage, restrictive covenant on a small piece of land. First recorded as item 758 Minutes of the Meeting of Milland Parish Council 14 November 2019.

860. County Councillor’s report – Dr Kate O’Kelly (see attached)

- 1.WSCC Covid Update
- 2.Covid cases and Track and Trace

It was asked by Mr Parker whether there was any role in the Track and Trace system for the Milland Volunteers in conjunction with the Hub. Mrs O’Kelly answered that currently the County Council can only do what National Government is allowing and that there is no decision-making power at County Council level and currently this had not been approved.

There was some discussion on the divisiveness of Track and Trace.

3. all-in Chichester Cycle scheme
4. WSCC reset – priorities

861. Public Participation

None

862. Matters arising – Mr Jeremy Parker

Item 847 a) As the flow of requests for assistance has largely dried up, the Milland Volunteers has been mothballed. There is to be a meeting in the coming weeks to discuss the role of the volunteers during this second lockdown and also any possible lockdowns in the future.

Item 852 a) Concern was raised that the works to the verge surface repairs on Cartersland Green are still yet to be carried out, to be discussed further as a matter on the agenda.

Item 852 b) Reported that the works on the footpath in front of Durrants Pond had been completed. The clerk reported that the potholes caused by the works by SSE had been fixed by SSE, however the slope

to the ditch has not yet been fixed and the footpath still needs to be relevelled - Highways have included this project into their works programme.

Minutes of Milland Parish Council meeting 12th November 2020

863. Finance

a) Finance Report – V Williams –

Milland Parish Council		Statement - Nov 2020						
Balance b/f		25.9.2020				36810.28		
L Grocott		Use of computer etc MVMH BeptonPC		50.00		50.00	AC20	
						36860.28		
Payments for approval		12.11.2020						
							VAT	NET
1	Info Commission Officer	Data Protection 20-21	35.00		DD		P	35.00
2	Moore	External Audit 19-20	240.00		OL236		P	40.00 200.00
3	Borden Village Hall	Hall hire (Finance)	15.00		OL237		P	15.00
4	Recreation Field	Contingency Fund (swing seats)	500.00		transfer		P	500.00
5	L Grocott	Reim for storage & photocopying	69.78		OL238		P	69.78
6	Public Works Loan	Milland Stores	1659.73	-2519.51	DD		P	1659.73
Total Payments Made			2519.51					
Balance 09.11.2020			34340.77					
7	L Grocott	SE999.05; OE62.50 BackPay£159.30 P.7	989.25		OL239		P	989.25
8	HMRC 31.10 (7)	PAYE P.7	371.24		OL240		P	231.60
9	V Williams 31.10 (7)	Salary £403.76 - P.7	322.96		OL241		P	403.76
10	V Williams 30.11 (8)	Salary £932.45; Office £58.33	771.03		OL242		P	771.03
11	HMRC 30.11. (8)	PAYE P.8	230.91		OL243		P	230.91
12	G Glaysler	Christmas Lights	400.00		OL244		O	400.00
13	A Alderman	Independent Exam on acs 1.4.20-30.9.20	60.00		OL245		O	60.00
14	SynStar	Laptop computer -pending	450.00		OL248			
15	PosAbilities	Website checks - pending						
16	R Findlay	Hedging /ditching - pending	349.00		OL246		P	349.00
17	L Grocott	Clerk's Gratuity final payment tbc	13900.00		OL247			
Total payments due			17844.39					
Estimate Balance			16496.38					
Less Ringfenced Funds			3070.00					
Available funds			13426.38					
Ringfenced funds								
MTC Resurfacing fund			£3,070.00					
<i>P - Precept; O-Outside Precept; E-Excess of Precept</i>								

- b) Payments made prior to the meeting shown as highlighted numbers 1-6
Payments approved in the meeting numbers 7-17

Action: Clerk

- c) Mandate signatory Change – Clerk reported that herself and Mr Parker have signed the form and that she would arrange for Mr Cusack to also sign. It will then be taken to Barclays for processing, this could take up to 10 days. In the interim period Mrs L Grocott has agreed to assist in making the payments.

Afternote: Mr Cusack has signed the mandate and it has been delivered to Barclays. Due to Covid-19 processing may take longer than the usual 10 days.

- d) External Auditor Report and Certificate 2019/20

The External Audit Report carried out by Moore had been returned as satisfactory:

“on the basis of our review of sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”.

- e) Independent Examination of Council and Recreation Field Half Year Accounts

The Clerk reported that the half year accounts were Independently Examined as part of the Clerk handover. The examination had been successfully completed.

f) Milland Heritage Fund – Balance £2023

The Milland Heritage Group feels it is time to review the management of the Bank Account and would like the Council to look after the current funds.

The funds were accumulated through:

- Previous Milland Memories exhibitions
- Sale of Books
- Sale of Millenium Maps

Mr Parker thanked Mrs Truss for the statement she had written to set out the adoption of the money if this is to proceed (emailed 09.11.2020).

Some concern was raised that it is not the Council's job to look after this money and therefore that if after a set time it had not been used it should be absorbed into the Council's funds and spent on the village, after which time Milland Heritage could then apply to the Council for a grant. The proposed period of time was 10 years.

It was also proposed that if the money was taken into the Parish Council Account that it should appear as an Agenda Item at least once a year, either at the beginning of the financial year or the preferred option, as part of the Finance and General Purposes Precept meeting.

It was raised that the Milland Heritage Group do not want responsibility for the money and wish for the Council to look after it. It was therefore noted that it must be written that there can be no retrospective comeback for actions taken by the Council once the terms have been set by the Council and agreed by the Milland Heritage Group.

It was therefore agreed that the document would be edited to include points on:

- 10-year deadline with a yearly annual review at the precept meeting.
- Detail on what the money can be spent, the money is intended for research and the preservation of the history of the village, primarily documents detailing this. The monies should not be used for repair or maintenance of infrastructure or historical buildings.

The completed terms would then be sent out to all Councillors and once approved sent to the Milland Heritage Group. If the group does not wish to agree with the Council's terms the money would not move into the Council Account.

Action: Mr Parker / Clerk

g) Precept Proposals 2021-22 (see attached)

It was highlighted that there is a 12.6% reduction in this year's precept. This demonstrates a clear effort by the Council to reduce Public spending. It was suggested that this be written up in Milland Valley News (MVN) in the spring when the Council Tax letters are distributed.

It was reported that adjustments to increase spending in one area was in most cases reflected by a reduction in spending in another (The example given was Environment and Amenities was increased by £750 whilst Recreation Field spending was reduced by £750).

It was noted that there had been some confusion in the assigning of £400 to the Cartersland Christmas Light Group in the 2021/22 precept, as the money was actually required this year, with the intention of brightening up Christmas after such a hard year. It was therefore decided to award the £400 out of current funds and remove the proposed £400 from the precept proposal. It was proposed that if the group required further funds, fund raising should start in the New Year after the lights had been enjoyed.

Action: Clerk

864. Other Administration

a) L Grocott's Gratuity / Pension

This gratuity was agreed when pensions were not available to Clerks and long before gratuities were banned in favour of pensions. However, there was a time in Mrs Grocott's employment when the money put into the gratuity did not reflect wage increases. This had been remedied in more recent years but there was still a shortfall. It has therefore been proposed to make a final payment of £13,900 worked out by:

Final salary x number of years' service x 3.75%

£11,957 x 31 x 3.75% = **£13,900**
 This payment was approved.

Action: Clerk

b) V Williams Pension

It was reported that there is a legal requirement for the Council to contribute to a pension scheme for the new clerk. Miss Williams has opted into the NEST pension scheme run by the Azets, the payroll accountants at 4%. It was proposed that the Council match the 4% contribution.

V Williams Contribution 4%, Council Contribution 4%, Government Contribution 1% = 9% Total
 This was approved.

Action: Clerk

c) Website update – Review of back-up – Renewal of Domain

The Clerk reported on a recent necessary review of the Backup system of the current website that may incur a charge from Possibilities who are carrying out the works. She also reported that the domain registration is to be automatically renewed before it expires in December.

There was a brief discussion on the future of the Council website, it was agreed that this was to be reviewed in the new year to determine whether a more interactive website could realistically be used without too much expertise or expense.

Action: Clerk

d) Council email addresses received

Councillors were reminded of the importance and the GDPR necessity of creating a Council email address, in order to keep personal and Council emails separated. The suggested format is:

initials.millandpc@gmail.com

e) Data Protection (GDPR) Webinar October

It was reported that Mrs Grocott in her role as Clerk had attended a Webinar on GDPR which was run to cover the many changes which have occurred since GDPR came in two years ago. The Webinar involved two speakers both with either a past or an active role in local Government. Mrs Grocott emailed all Councillors with a summary of the webinar.

The Council's GDPR paperwork has also been subject to its annual review and there was brief discussion on the new Clerk's role in ensuring this was kept up to date moving forward.

f) Residents Consents for Newsletters

It was reported that there had been an overwhelmingly positive response to the GDPR letter of Consent sent out to all local residents who had previously been on the Milland News mailing list to confirm whether they wished to be contacted in the future by the Parish Council. The Clerk reported that she would be sending the letter out a second time to those yet to respond to give a final chance to opt in. It will also be advertised on the website and in Milland Valley News that residents can opt in and add their email addresses to the list at any time in the future.

Action: Clerk

865. Corona Virus Update

The Council continues to monitor and act on the continued large amount of advice and regulations received regarding Corona Virus.

Mr Parker informed on the introduction by CDC of two part time temporary COVID-19 Information Recovery Officers. These posts are funded through special Government funding and their role will focus on supporting local businesses and making sure that they are COVID-Secure. This will further enhance the support that the Health Protection and Licensing teams have been providing to help businesses and venues understand and adapt to Government requirements.

It was proposed that the Council engages with them to ascertain whether they are able to help the businesses of Milland and whether they offer information / packs which the Council could circulate.

Action: Clerk

866. Remembrance Day

Following all relevant guidance from the Government and risk assessment from the Council's Insurance Company, a much shortened service of remembrance, entirely run by the Council was able to take place at both the Milland Memorial at Linch and the Iping Marsh Graveyard. Attendance was not encouraged, however there was a respectable turnout with social distancing maintained at both locations. Under the current circumstances this was seen as a great success for such an important day.

867. Planning – Mr Stopher

a) Current applications: -

02547/FUL - Demolition of existing 1 no. warehouse and replacement with 5 no. warehouse/office units with parking and landscaping - The Sawmill Milland Road – In Progress

03896/HOUS - Single storey side extension - Idle Hill Milland Lane – In Progress

03038/FUL - Change use of tool store outbuilding to habitable accommodation (annex), with no internal/external alterations - Robins Hill Iping Lane Iping - Support with No Objection subject to terms - In Progress

03901/HOUS - Combination of three existing openings to form one glazed opening - Field House Wheatsheaf Enclosure – In Progress

04219/HOUS - Single storey detached garage and garden store - Birchen House, Wheatsheaf Enclosure – In Progress

04369/CND - Variation of condition 2 from planning permission SDNP/19/04837/HOUS to propose some minor amendments to the approved scheme - Yew Tree Cottage, Fernhurst Road, Milland – In Progress

868. Review of the Milland Neighbourhood Plan (MNP)

Mr C Stopher reported the Milland Neighbourhood Plan Review Committee were able to hold an in-person meeting in the Village Hall on 16th October 2020.

The meeting was used to give a history of the Neighbourhood plan and its need for a review.

This meeting was seen as Phase 1 of the review and addressed the policies. The six policies were divided up between the six members, working in teams of two, with a lead and a second member working on each policy.

It was agreed that the committee would meet again on 11th January 2020 to discuss their findings in order to present an interim report to present at the full Council meeting in January. Moving forward it was agreed that phase 2 would look at the projects of the Neighbourhood Plan.

Mr Stopher reported that he had spoken to Amy Tyler-Jones of CDC who had assisted with the development of the original MNP. Ms Tyler-Jones highlighted that Neighbourhood Plans were not legally required to be reviewed every 5 years, as is the case for Local Plans. It was agreed by the Council though, that it is still important to keep this document as current and therefore relevant as possible to ensure there are no potential development loopholes. Lockdown restrictions mean it is impossible to meet Ms Tyler- Jones in person, however Mr Stopher hopes to meet with her as soon as restrictions are lifted.

Reference was made to the ongoing development of Bordon and the planning applications for extensive developments in Liphook reiterating Milland's need for an up to date Neighbourhood Plan.

Action: Mr Stopher

869. Environment and Amenities

a) Climate Change

Mrs S Hoar reported on attending 2 meetings representing MPC. The first was hosted by Gillian Keegan MP and the second the political arm of the global environmental movement Extinction Rebellion.

She reported on The CDC initial action plan brought out in 2020 which will reduce carbon emissions until 2025, to bring the district in line with the government, this is to include 2 no. solar farms and a 24% increase in forestation.

A detailed Action plan is to be published later in November, the plan will have 2 focal points:

1. **What the council is doing:**

- Electrification of fleet (excluding waste vehicles which are too heavy).
- Solar panels on Council buildings.

- Electric charging points
- Every decision is to be influenced by its impact on climate change.

2. Promoting lifestyle changes:

- Encourage working groups (commercial / public / private / youth / environment)
- Public campaign to encourage lower carbon lifestyles.
- District wide Citizen Jury – 12 members of the public randomly chosen on a demographic basis.
- SDNP to plant 5000 trees
- Improve energy efficiency of homes in the District
- Solar panels to 80 schools
- Harbour conservancy – also focusing on capturing carbon

Mrs Hoar proposed that Milland started discussions on hosting a green fair in order to discuss as a community what can be done by the community. It was raised that this could also be used to enable local businesses to promote green business.

Action: Mrs Hoar

b) Winter Resilience – Salt Bins

Mr Parker confirmed that he would break up the salt in the salt bin located at the shop.

The Clerk confirmed that all external snow clearance contractors had produced their insurance documents and therefore Milland was now fully prepped for snow.

Action: Mr Parker

c) Cartersland Green repairs to the verge

The Clerk reported that Mr Rob Findlay had stated that it is not suitable to carry out the works on the verge until the spring because the grass will be frosted.

He does however have all the materials and the works are programmed in for the spring.

d) Rights of Way

Following the inspection in July, it was reported that a great deal of progress had been achieved by Rangers and volunteers particularly in the signposting of the footpaths around Milland.

It was reported that there are 2 kissing gates to be added. They are currently awaiting delivery and will be fitted by the landowner.

e) Scottish and Southern Electricity (SSE) – Petersfield/Fernhurst Network Upgrade

Works are set to continue until 13th December at which time SSE will close down all sites, with plans to recommence work on 4th January 2021.

Mr Stopher reported that SSE were 6 months ahead of schedule.

869. AOB

a) Works to the verge around the Milland War Memorial at Linch

It was reported that the grass around the memorial is now being looked after voluntarily by a local resident. The area though has been used as a turning spot for cars and this has left it very damaged with deep tyre tracks. It has been requested by the resident whether although out of the Parish, MPC wanted to put in some short posts to stop people driving on the area. This would involve the MPC purchasing some posts for the resident to put in place. Linch is a Parish meeting and they do not raise a precept.

Mrs M Truss raised concern that the Council would not have authority to do this, as it could be seen as interfering with land that does not belong to the Council.

There was some discussion, and it was agreed that subject to consent this was worth discussing further. Further research is needed and the Clerk agreed to investigate ownership of the area in question.

Action: Clerk

b) SDNP Parish Workshops

The clerk brought to the Councillors attention this year's South Downs National Park Association (SDNPA) Parish Workshops. It was stated that the West Sussex Workshop will be held virtually this year running from 4pm-6pm on Wednesday 2nd December 2020. It was stated that members are

permitted to attend any of the County area meetings if necessary. A video of the event will also be circulated after the final workshop on the 8th December 2020.

Action: Clerk

870. Date of next meeting – 14 January 2021 at 7pm in Milland Memorial Hall

Chairman: _____ Date : _____

These Minutes are unconfirmed until signed by the Chairman.

DRAFT