



Milland Parish Council Minutes – May 2022

MILLAND PARISH COUNCIL

Chairman: Mrs Louise Myles
Clerk: Miss Viki Williams
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**MINUTES of the Annual Statutory Meeting of MILLAND PARISH COUNCIL held on
Wednesday, 11th May 2022 in Milland Memorial Hall**

Present: Mrs. L Myles (LM) (in the Chair), Mr. J Parker (JVP), Mr. C Stopher (CS), Mrs. S Hoar (SH), Mrs. M Truss (MT), Sir J Wigram (JW)

978. Apologies:

Mrs J Pilkington, Mr A Farley, County Councillor Kate O’Kelly

979. Election of Chairman 2022-23

- Mr Jeremy Parker stepped down as Chair due to family commitments. However, he confirmed that he would continue in his role as Councillor and would remain a member of the committees on which he currently sits. He confirmed that he would consider standing again as Chairman in the future. He thanked all the Councillors and Clerks with whom he had worked for their commitment and hard work throughout his 6 years as Chair.
- He stated his proudest achievement was the recruitment of the new Clerk. As part of the process of electing a new chair he summarised what the role entailed ie working with the Clerk, chairing the meetings (including Finance and General Purposes Committee and the Annual Parish Assembly), reviewing and confirming accounts and attending relevant external meetings.
- Following a discussion regarding the future of Parish Councils and the responsibilities they hold Louise Myles was elected Chairman.
- Nominated by Mrs. M Truss and seconded by Sir J Wigram. **Agreed.**

980. Chairman’s Declaration of Acceptance of Office

- Signed by Mrs Myles.

981. Election of Vice-Chairman

- Mrs Sue Hoar was elected as Vice Chair.
- Nominated by Mr Parker and seconded by Mr Stopher. **Agreed.**

982. Casual Vacancy

- Following the resignation of Mr Matt Cussack the Clerk confirmed that no election had been called.
- Discussion regarding potential residents who are to be contacted by the Clerk or relevant Councillors to ask if there is any interest in joining the Council.

Action: Clerk

983. Declaration of personal or prejudicial interests

- **None**



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984. Appointment of members to serve on committees for 2022-23 - (Chairman ex-officio on all committees)

- Finance and General Purposes – Myles, Parker, Farley, Truss, and the Clerk
- Planning – Stopher (C), Farley, Wigram, Parker and Pilkington
- Environmental & Amenities - Hoar (C), Myles and Parker

985. 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 – Sir J Wigram
- Hollycombe School – Sue Hoar
- Milland Sports Club – Colin Stopher

986. Geographical Areas of Responsibility -

- Milland Lane North/B2070 - Jeremy Parker
- Wheatsheaf/Foley/Forest Mere/Ripsley - Maureen Truss
- Cartersland/Fernhurst Road/Strettons - Julie Pilkington
- Millvale Meadows, Drakeleys Field/Pennels Close/West Meade - Colin Stopher
- Hollycombe/Wardley/Lambourne - Alastair Farley
- Rake Rd beyond Pennels Bridge/Cooks Pond Rd North - John Wigram
- Cooks Pond Road South/Borden and Rondle Wood - John Wigram

987. Dates and times of ordinary meetings 2021-22 – Meetings start at 6pm

- **2022** - 13 July, 14 September, 09 November
- **2023** - 11 January, 08 March with the Annual Parish Assembly (APA) on **12 April – Main Hall Required** and the Annual Statutory Meeting (ASM) on 10 May

988. Minutes of the Meeting 9th March 2022

Approval **proposed** by Mrs. M Truss and **seconded** by Mr. C Stopher

989. Matters arising from the Minutes

- CS proposed that for the Jubilee weekend the Union Flag be flown alongside the Ukraine Flag. This was **Agreed**. CS to change from current on 02 June.
- It was proposed that the Union Flag and the Red Ensign should be flown for the 40-year anniversary of the end of the Falkland's Conflict. This was **Agreed**. CS to make change on 14 June 2022.

990. Report from the County Councillor – full report attached - Summary below:

- Transport
- Buses
- Ukraine
- Cycling
- Rother Valley Way – Petersfield to Pulborough on the old railway alignment
- Waste
- Ambulance response times

Next drop-in White Hart, Harting 6th June 10.30-12.30

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991. Public Participation

None

992. Finance

a) Statement of Accounts – V Williams – Previously emailed

Date	Payments Made	Description	Gross	VAT	Net				
		April Starting Balance	£15,047.04						
		Milland Parish Council	Statement - May 2022						
		Balance b/f	31.03.22	£15,047.04					
Payments Previously Made									
07.03.22	Nest	Pension Contribution	£28.87	£0.00	£28.87	DD			
07.04.22	Nest	Pension Contribution	£28.87	£0.00	£28.87	DD			
		Totals	£57.74	£0.00	£57.74				
Payments Received									
01.04.22	Milland Tennis Club	Tennis Court Grant	£2,500.00						
01.04.22	Mr J Parker	Donation to LG Party	£50.00						
06.04.22	CDC Payments	Precept 1 of 2	£17,329.00						
		Totals	£19,879.00						
Payments For Approval									
01.05.22	V Williams 30.04.22 (01)	Salary E - P.01 Office £58.33	£783.74	£0.00	£783.74	OL68	P	LGA72	
01.05.22	HMRC 30.04.22 (01)	PAYE P.01 (2301)	£234.99	£0.00	£234.99	OL69	P	LGA72	
01.05.22	V Williams 31.05 (02)	Salary E - P.02 Office £58.33	£783.54	£0.00	£783.54	OL70	P	LGA72	
01.05.22	HMRC 31.05 (02)	PAYE P.02 (2302)	£235.19	£0.00	£235.19	OL71	P	LGA72	
01.05.22	Rob Findlay	Maintenance March - April	£567.00	£0.00	£567.00	OL72	P	LGA72	
01.05.22	V Williams REIM EXPENSES	Stationary Stamps, Bulbs	£32.43	£0.00	£32.43	OL73	P	LGA72	
01.05.22	WSALC	Subscription 2022/23	£299.48	£0.00	£299.48	OL74	P	LGA72	
01.05.22	Milland Valley Memorial Hall	Hall Hire Nov 21 - May 22	£122.00	£0.00	£122.00	OL75	P	LGA72	
01.05.22	Mulberry and Co.	Internal Audit	£234.00	£39.00	£195.00	OL76	P	LGA72	
01.05.22	Clearway Sports	Cleaning, Binding and Painting Tennis Courts	£4,680.00	£780.00	£3,900.00	OL77	P	LGA72	
		Total payments due	£7,972.37	£819.00	£7,153.37				
		<i>Estimate Balance after Payments</i>	<i>£7,074.67</i>						
		<i>Less Ringfenced Funds</i>	<i>£2,670.00</i>						
		Estimate Available funds	£4,404.67						
		Ringfenced funds							
		MTC Resurfacing fund	£2,670.00						
		TOTAL	£2,670.00						
		<i>P - Precept; O-Outside Precept; E-Excess of Precept</i>							

b) These Payments were Approved

Action: Clerk

c) End of year Statement of Accounts

- The Council **AGREED** that the accounting statements for year ending 31 March 2022 gave a fair representation of the receipts and payments of the Council. The Chairman **Signed Approval** on behalf of the Council.

d) Internal audit

- The internal audit had been carried out in accordance with the Council's needs and planned coverage. The Clerk reported that she had again worked closely with the auditors, Mulberry and Co and the Audit report had been circulated to all Councillors. The Council passed the Audit with the relevant pages of the Annual Governance and Accountability Return (AGAR) completed.
- She would be working with Mulberry and Co in the Autumn to improve the asset register.

e) Annual Governance and Accountability Return (AGAR)

- In preparation for the external audit the clerk presented the completed AGAR paperwork for approval and signatures. **AGREED** and **SIGNED**.
- The **Notice of Conclusion of The Annual Audit** and **Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return** would be displayed on the noticeboard and website.

f) Insurance Renewal Approval

- The policy is currently in the final year of a 3-year Long Term Undertaking and will automatically renew on the terms invited as no changes or amendments required – **Agreed**.



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- The Clerk did report that following research into quotes it should be noted that the insurance markets are experiencing challenging and uncertain times with a hardening market resulting in higher insurance premiums, less competition and potentially stricter underwriting criteria.
- This would need to be considered when the precept for 2023-24 is set.

993. Other Administration

a) Digital Communication Screen

- JVP summarised the ongoing issues faced by the PC in communicating with the Parishioners. Currently communication is via the noticeboard, website, emails (to consented addresses only), flyers when necessary and social media.
 - He felt that effective communication by the Council could be better achieved by making the information more accessible to parishioners. He therefore proposed digital signage in the shop which could provide rolling information available to the large number of people who visit the shop. The intention would be to create a resource not only for the PC but for all community groups.
 - The shop had been consulted and was extremely supportive of the project and would also be able to use it. The proposed 40" screen would be on the blank wall next to the coffee menu blackboard.
 - **Proposed Costing:**
 - NUC computer: £500
 - 40" HDMI capable screen: approximately £300
 - Electrician – as there are a lack of available plug sockets one would need to be added approximately: £150
 - Wall Mount approximately: £50
 - **Total: approximately £1000**
 - This was unanimously **Agreed** by the Council
- Action: Clerk**
- It was suggested that contributions be requested from various groups to help cover the costs:
 - Bonfire Committee - £300
 - George Street Trust- £100
 - Village Hall - £300
 - Clerk to contact the relevant group representatives to apply for contribution.

Action: Clerk

b) Repair Café

- JW summarised the role of the Repair Café:
 - Free meeting places offering a repair service in the place where the Repair Café is located. They are run by community groups made up of volunteers with a variety of skills from administration to electronics.
 - The Repair Café was initiated by Martine Postma in Holland. Since 2007 she has been striving for sustainability at a local level in many ways. Martine organised the very first Repair Café in Amsterdam, on October 18, 2009 and there are now over 2,200 Repair Cafés worldwide. It is hoped that the movement will replace the current throw away culture with one that would encourage repairs.
 - Ideally the café's work would be to not only carry out the repairs but also educate people and teach them how to carry out future repairs independently.
- JW reported that South Harting have held their second Repair Café which was a huge success. The format they followed is a 3-hour café on various Saturday mornings which would offer free coffee and cake whilst waiting for the repairs.
- It was proposed that this would be a good incentive to try in Milland and that the first step would be to gauge interest amongst the Parishioners in the first instance to ascertain as to whether:



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- There is anyone is available and willing to offer repair skills and it was **agreed** that JW would write an article for that Milland Valley News (MVN).
- Does the Parish have a suitable venue for regular Saturday Morning use – CS volunteered to investigate the possibility of the Sport's Club.

Action: JW / CS

994. Planning – Cllr Stopher

a) Planning Applications/Decisions

New Planning Applications

Week 11

SDNP/22/00966/FUL Replacement office (retrospective) and demolition and removal of existing office - New Barn Farm, Griffin Nurseries, Rake Road, Milland, West Sussex, GU30 7JU

Week 13

SDNP/22/00502/HOUS & SDNP/22/00503/LIS Remodel rear wing, first floor rear extension and conservatory with associated roof works and various external alterations including changes to fenestration. Various internal alterations including removal of partitions, reinstating original bedroom proportions and restoring the upper landing. New solid timber gate to front driveway entrance and re-use existing automated 5-bar timber gate at entrance to the guest parking area to the southeast of house - Knapp House, Iping Lane, West Sussex, GU29 0PJ

SDNP/22/01120/CND Construction of a replacement two storey dwelling - Variation of Condition 2 of planning permission SDNP/21/05042/FUL to allow a modest increase in size to rear sitting room and minor fenestration changes to the rear - Aston House (formerly Dellwood Cottage) Wheatsheaf Enclosure Milland Liphook West Sussex GU30 7EH

Week 14

SDNP/22/01553/APNB 1 no. steel portal frame agricultural building clad on the walls and roof, designed for agricultural storage - Great Trippetts Estate

Week 17

SDNP/22/01624/HOUS Extension and conversion of roof to create loft level with dormers and associated external and internal alterations. Erection of 2 bay garage with further storage bay to replace existing garage and workshop and creation of new vehicular access with gate and dropped kerb with associated landscaping alterations - Dog Kennel Cottage, Cinder Lane, Milland, West Sussex, GU30 7LR – **Planning Committee to comment – See Below**

SDNP/22/01888/BBPN Notification under the Electronic Communications Code Regulation 5 for the removal of 2. no antennas to be replaced by 2 no. antennas and works within the cabinet and development ancillary thereto. - Telecommunications Mast North of Maysleith, Milland Lane, Milland, West Sussex

Week 19

SDNP/22/02080/HOUS & SDNP/22/01978/LIS Repair and refurbishment including replacement of large sections of windows, 2 modern rear infills, cladding and roof tiles. Reconfiguration of internal spaces and new finishes. Removal of 4 no. outbuildings and erection 1 no. replacement outbuilding - Garden Bungalow, Cinder Lane, Milland, Liphook, West Sussex, GU30 7LR

SDNP/22/01917/HOUS Installation of a timber clad garden building - 5 Cartersland, Milland, West Sussex, GU30 7JR

Applications Determined

- **SDNP/21/05788/FUL** Demolition of the existing residential dwelling and replacement with two storey three-bedroom residential building - Wardley Farm Cottage, Wardley Lane, Milland, GU30 7LX – **Approved**



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Planning Meeting – CS detailed his reasons for suggesting a Planning Meeting:

Applications for Discussion

- **SDNP/22/01624/HOUS (See above - week 17)** - This application although possibly within the 30% permitted development rule goes against the Milland Neighbourhood Development Plan (MNDP) which was included to stop the enlarging of any remaining 2/3-bedroom properties. CS as Chair of the Planning Committee stated that this would need further discussion by the committee and comment to be made to SDNPA.

Milland Neighbourhood Development Plan (MNDP)

- Discussion regarding the MDNP and the necessary steps needed to change the Policies.
- MNDP Policy H 1. Enlarged Homes was identified by the MNDP Review last year as a Policy that should be considered for revision at the appropriate time. It would first need to be considered in detail by the Planning Committee before submission to the Full Council with some recommendations.
- CS had therefore proposed a Formal Planning Committee Meeting with an Agenda limited to Planning Application **SDNP/22/01624/HOUS** followed by a discussion regarding the revision of Policy H1. of MNDP.
- CS asked all Committee Members to consider how Policy H1. might be revised in order to meet the objective of retaining small dwellings and having affordable housing in Milland.
- It was **agreed** that due to the time constraints **SDNP/22/01624/HOUS** would be discussed via email and that a meeting would be arranged to discuss the MDNP.

995. Environment & Amenities and Highways matters

a) Queen's Jubilee

i. **Celebration**

Committee Update – Jubilee Committee meeting - 3 May 2022

- JVP and the Clerk met with members of the Jubilee Committee on Monday 09 May 2022 and the current situation and next steps were summarised:
 - Tea Towels now received and soon to be sold in the shop.
 - The Treasury Sub Committee reported that £420 worth of tickets had been sold to 03 May - 56 adults and 33 Children. It was agreed that there would be further promotion at the stop using the whiteboard and via the PC social media.
 - Over 25 metres of homemade bunting already made.
 - Ice cream van is still being investigated and is to be further discussed at the next meeting when there is more information on ticket sales.
 - Final decisions being made on games, the equipment required and who will be assisting in running them.
- Contingency Plan:
 - Wet weather plan – cancel lunch and just do music.
 - If HMQ dies in the 7 days leading up to it, the event would be cancelled and a refund available if requested.

Next Steps

- To follow up on all Milland social platforms – Clerk to work with JP.
- Follow up on Hollycombe School and the nursery – Committee.
- Create field plan layout – Committee.
- Confirm Alcohol Licence and submit to PC.

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ii. **Lasting Commemoration - Pedestrian Gate for the Rec**

- JVP reported on continued difficulties in contacting Richard Weaver of Design Through Metal Work who had previously quoted £2,500 for a bespoke gate. However the project is hopefully still moving forward and JVP agreed to keep the PC updated and would forward on the requested detailed sketches as soon as they are available.
- It was proposed that once a more detailed idea of design and cost is in place the hall would also be asked if they would like to contribute to the purchase of the gate.

Action: JVP

b) Queen's Green Canopy

- Milland based Griffins Nursery have kindly offered to donate a 20ft English Oak tree as part of the Jubilee celebrations.
- Potential sites for planting previously investigated but found unsuitable:
 - Cartersland
 - Hollycombe School
- Following further discussion and assessment of other areas, the south-east corner of the recreation field was proposed. This largely unused area would allow for the tree to be accessible and visible to all and would not affect use of the Rec. This was **Agreed**.

Action: JVP / Clerk

c) Litter Pick 2022

- The Clerk reported that the annual spring clean litter pick took place on 26/27th March 2022.
- She thanked all the Councillors for their efforts and also Chichester District Council (CDC) for the prompt collection of the litter.

d) Traffic Calming

- Concern had been raised by residents about the speed certain vehicles drive in the Parish and again the question of Traffic Calming had been raised especially in regard to:
 - Fernhurst Road
 - Milland Lane
- The Clerk stated that Highways had been previously contacted and had found no grounds for either speed limit changes or traffic calming. She advised that this should be added to the next agenda for discussion with County Councillor Kate O'Kelly. As Councillor O'Kelly has worked extensively on the 20mph initiative her advice and input would be invaluable.

Action: JVP / Clerk

e) Recreation Field Fence

- Following the PC emplaced signs on the fence of the Recreation field to discourage trespassing onto the fields behind the owners of the field have contacted the Clerk to say that the problem persists and they would like further action to be taken.
- CS met with the owners of the fence and had reported back to the Council that:
 - The previously considered suggestion to heighten the stock fencing behind the goal was not in fact proposed by them and would not be investigated further.
 - It was proposed that increasing the hedgerow density would be a better solution. This would both reduce damage to the fence and enhance wildlife.
 - CS proposed that a long-term solution to avoid further damage to the fence when balls do need to be retrieved would be to replace the four posts that support the fence and either include a discreet gate or remove the barbed wire from a small section to allow a 'stepover' point. This had yet to be confirmed or rejected by the residents.



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- It was **Agreed** that the Council is to work with the residents in the planting season (November to March) to fill the gaps with shade tolerant British native plants that would provide food and shelter and act as a wildlife corridor:
 - Hazel
 - Hawthorne in the vulnerable spots
 - Crab Apples, Elder and Spindle
 - A few Dog Roses and Honeysuckle that would climb

Action: Clerk / CS

996. Parish Notices

None

997. **Date of next meeting** – 13 July 2022 – 6pm at Milland Memorial Hall

Chairman: _____ Date : _____

These Minutes are unconfirmed until signed by the Chairman.



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County Councillor Report Milland Parish Council 11th May 2022

Transport - Buses

From April 2022 there is a new partnership between WSCC and bus operators – an Enhanced Partnership Plan

WSCC have received £17.4 million (12 capital / 5.4 revenue) for 3 years to improve bus services they bid for £90million – no explanation why they got less than other LAs

The Bus recovery plan – during which time Government has been funding the bus operators for running services ends in Oct 22.

Plans include trial of a digital demand responsive transport service – no details of how this might work yet.

The number 54 service, serving north-west Chichester, is operated by Stagecoach subsidised by WSCC. The County have said that discussions are underway with Stagecoach and Community Transport Sussex regarding its future. Could be a flexible on-demand service or linked with school minibuses. I have written to the Cab Member and all the public Transport team to clarify their plans – if the service becomes demand responsive the community will need some detail of how this is going to work to have any confidence in the potential loss / change to the service.

Ukraine

At Full Council we raised the main issue which is delay with visas and the nightmare of bureaucracy and their potential hosts faced by Ukrainians - some without papers and internet. I have been in touch with the community team re English language learning support – no provision yet but her advice is register with the library – WSCC teams will be working from the library hubs. The community team / hub is the main contact for information regarding financial support/ school places and any other questions. The best email to use is ukrainesupport@westsussex.gov.uk

Cycling - Rother Valley Way – Petersfield to Pulborough on the old railway alignment

First meeting of Friends of RVW met yesterday. Friends of RVW group will then lead and progress this scheme. Phase 1 is Petersfield to Nyewood – along the railway alignment as much as possible. Next meeting to set up working group will be on 1st June 5.30 at the SDNPA offices in Midhurst

Waste

Under the new Environment Act 2021 waste collection authorities (WCAs) will be required to collect food waste separately. The cabinet at WSCC have made the decision to invest the capital at the Mechanical Biological Treatment plant to convert it so that separately collected food waste can be processed there. They are still waiting for the Districts and Boroughs to fund and arrange the collection of separate food waste – most are waiting for Government guidance of when this will be mandatory but the move by county is making this one step closer. Some of the Boroughs are involved in a pilot collection scheme.

Ambulance response times

I have asked the Cabinet Member for Public Health to investigate recent ambulance poor response in Rogate – he is going to ask SECAMB to investigate the particular unfortunate circumstances. I will continue to raise this serious issue of poor ambulance response times in rural areas. Have discussed with the Cabinet member and now the Health Committee Chair about using the Fire Station in Midhurst as a rest station for ambulance crews. Will report back when I have more on this.

My next drop-in White Hart Harting 6th June 10.30-12.30