

MILLAND PARISH COUNCIL

Chairman:	Mrs Louise Myles
Clerk:	Miss Viki Williams
	21 Pease Croft, South Harting, West Sussex, GU31 5LB
	Tel: 07792 498087
Email:	<u>clerk@milland-wsx-pc.gov.uk</u> –
Website:	www.milland-wsx-pc.org.uk
	MINUTES of the Meeting of MILLAND PARISH COUNCIL held on Wednesday, 14 th September 2022 in Milland Memorial Hall

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

Following the death of Her Majesty the Queen the Council held a one minute silence prior to commencing the meeting.

011. Apologies:

Mrs J Pilkington, Mrs. S Hoar, County Councillor Kate O'Kelly

012. Minutes of the Meeting 13th July 2022

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

013. Declaration of personal or prejudicial interests

Mr A Farley - SDNP/22/03718/CND

014.

- a. Report from the County Councillor full report attached Summary below:
- Transport and Infrastructure
 - Traffic calming in Milland
 - \circ Cycling
- Housing and Communities
 - Shared Prosperity Fund
 - Help with Ukrainian Refugees
- Environment and Wellbeing
 - Health
 - Recycling
 - EV charge points

b. Report from the District Councillor, see full report at the end of the minutes the topics covered:

- Cost of Living
- Levelling Up funding
- Energy Rebate Scheme
- St James Industrial Estate
- All Parishes Meeting

015. Public Participation

None

016. Matters arising from the Minutes



- LS raised the ongoing concerns regarding Councillor vacancies. CS and JVP had both approached people but currently there are no applicants for co-option.
- It was agreed that the vacancy would be advertised on the digital screen, the website and social media and that an article would be placed in the next Milland Valley News (MVN).

Action: Clerk

017. Finance

a) Statement of Accounts - V Williams - Previously emailed

	April Starting Balance £15,04										
	Milland Parish Council	Statement - July 2022									
	Balance b/f	30.06.22	£15,047.04								
Payments	Previously Made										
Date	Payments Made	Description	Gross	VAT	Net						
05.05.22	Nest	Pension Contribution	£28.87	£0.00	£28.87	DD					
09.05.22	Public Works Loan	Loan repayment	£1,578.13	£0.00	£1,578.13	DD					
30.05.22	Disking	Digital Screen Computer NUC	£499.99	£83.33	£416.66	OL78					
30.05.22	Disking	TV and Wall Mount	£289.98	£48.33	£241.65						
30.05.22	Cartersland Wildflower Group	Grant	£200.00	£0.00	£200.00	OL80					
30.05.22	BHIB Ltd	Insurance	£563.66	£0.00	£563.66	OL81					
13.06.22	Nest	Pension Contribution	£30.01	£0.00	£30.01	DD					
22.06.22	Foulstons	Plug in shop - digital screen	£150.00	£0.00	£150.00	OL82					
28.06.22	Public Works Loan	Loan repayment	£654.95	£0.00	£654.95	DD					
		Totals	£3,995.59	£131.66	£3,863.93						
Payments	Received										
Date	Payments Received	Description	Gross	1							
		Totals		1		<u> </u>			<u> </u>	<u> </u>	
					l	<u> </u>			 	<u> </u>	<u> </u>
Payments	For Approval					i —			 	<u> </u>	<u> </u>
Date	Payments For Approval	Description	Gross	VAT	Net	1					
13.07.22		Salary £ - P.03 Office £58.33	£783.54	£0.00		0192	p	LGA72	т	1	1
13.07.22	HMRC 30.06.22 (03)	PAYE P.03 (2303)	£235.19	£0.00	£235.19		0	LGA72	<u> </u>	<u> </u>	<u> </u>
13.07.22	V Williams 31.07 (04)	Salary £ - P.04 Office £58.33	£783.54	£0.00	£783.54		P	LGA72		<u> </u>	<u> </u>
13.07.22	HMRC 31.07 (04)	PAYE P.04 (2304)	£235.19	£0.00	£235.19		0	LGA72		<u> </u>	<u> </u>
13.07.22	Rob Findlay	Maintenance May-June	£233.15	£0.00	£27.00		0	LGA72		<u> </u>	<u> </u>
13.07.22	REIMB V Williams	Stationary / Ink / Plug for Digital Screen	£53.62	£0.00	£53.62		0	LGA72		<u> </u>	<u> </u>
13.07.22	Black Well Press	Flyers - QJ	£39.00	£0.00	£39.00		P	LGA72		<u> </u>	<u> </u>
13.07.22	REIMB V Williams	Flyers 2 - (Print and Design IT) - QJ	£68.40	£11.40			0	LGA72		<u> </u>	
13.07.22	Milland PCC	Tent Hire - QJ	£150.00	£0.00	£150.00		0	LGA72		<u> </u>	
13.07.22	Rec Field	Maintenance Grant 1(1/2)	£2,625.00	£0.00	£2,625.00		P	LGA72		<u> </u>	
13.07.22	Rec Field	Repairs Grant (1/2)	£250.00	£0.00	£250.00	_	0	LGA72			<u> </u>
13.07.22	Rec Field	Admin Grant (1/2)	£275.00	£0.00	£275.00		P	LGA72		<u> </u>	
13.07.22	Linch PCC	Churchyard M/I/L Grant (1/2)	£300.00	£0.00	£300.00		P	LGA72		<u> </u>	<u> </u>
13.07.22	Vision ICT	Website Hosting 2022/23	£210.00	£35.00	£175.00		0	LGA72		<u> </u>	
13.07.22	Azets	Payroll Accountants	£234.00	£39.00	£195.00		P	LGA72		<u> </u>	
13.07.22	SLCC	CiLCA Training	£205.00	£0.00	£205.00		P	LGA72		<u> </u>	<u> </u>
		Total payments due	£6,474,48	£85.40	£6,389.08				<u> </u>	<u> </u>	
		Estimate Balance after Payments	£8,572.56	203.40	20,303.00				<u> </u>	<u> </u>	
		Less Ringfenced Funds	£2,670.00			<u> </u>			<u> </u>	<u> </u>	<u> </u>
		Estimate Available funds	£5,902.56			<u> </u>			<u> </u>		<u> </u>
			13,302.30		l	<u> </u>		l	├ ──	 	<u> </u>
	Ringfenced funds MTC Resurfacing fund £2.670.00			L	L	<u> </u>					<u> </u>
	MTC Resurfacing fund					<u> </u>					<u> </u>
	TOTAL	£2,670.00				L					L
	P - Precept; O-Outside Precep	t; E-Excess of Precept	1	1	1	1	1		1	1	1

b) These Payments were Approved

Action: Clerk

c) Interim Internal Audit Report year to date 2022/23

The Interim 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. It showed continued improvements with all policy and governance now compliant.

- Update on recommendations made:
 - Percentage column added to budget
 - o "All minutes are draft until approved at the following meeting" added to website
 - o Low reserves continue to be monitored
 - o Notice of Public Rights posted on website
 - o Updated Meeting Dates posted on website
 - \circ Asset register now in line with recommendations to be presented at next meeting



- All Councillors were reminded of the importance of Council specific email addresses
 Action: Clerk
- d) <u>Review and Acceptance of Notice and Conclusion of 2021/22 Audit</u> The Clerk reported that the External Audit Report and Certificate 2021/22 had been received confirming the conclusion of the Audit. Summary of the report:
 - 2 External auditor report 2021/22

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.

Other matters not affecting our opinion which we draw to the attention of the authority:

It was brought to our attention in the year that a payment that was intended to be paid from the Recreation Ground account was wrongly paid from the Parish Council account. The clerk rectified this quickly by paying the amount back to the Parish Council from the Recreation Ground which demonstrated good internal procedures in dealing with the error. Whilst we accept that this is a human error, the council has confirmed its processes have been improved to ensure it is minimising the risk of reoccurrence.

018. Other Administration

a) Digital Communication Screen

- The Clerk confirmed that the screen was now up and running but that there had been some ongoing issues with computer running the presentation. However she confirmed that she was continuing to work with the IT provider to solve these problems.
- She stated that despite some initial difficulties in receiving information from community groups she had now received input from a number of groups and would continue to engage with them to ensure that all are represented.
- Due to the period of mourning the community presentation would be displayed from 20 September and it is hoped that once this is on display other information would be submitted.
- There was a discussion regarding the inclusion of business advertising but it was **AGREED** that this would not be included at this time as it was not felt to be necessary; this will be reviewed in the future.

Action: Clerk

b) Civility and Respect Pledge

• Due to growing concerns about the impact of bullying, harassment and intimidation on local councils with regard to treatment of councillors, clerks and council staff which has been impacting on the effectiveness of local councils, the National Association of Local Councils (NALC) The Society of Local Council Clerks (SLCC) and county associations have responded by setting up a Civility and Respect Working Group to oversee the **Civility and Respect Project**.



- By signing the Civility and Respect pledge a council agrees that it will treat councillors, clerks, employees, members of the public and representatives of partner organisations and volunteers with civility and respect in their roles and that it:
 - Has put in place a training programme for councillors and staff.
 - Has signed up to the Code of Conduct for councillors.
 - Has good governance arrangements in place including staff contracts and a dignity at work policy.
 - Will seek professional help at the early stages should civility and respect issues arise.
 - Will commit to calling out bullying and harassment as and when it occurs.
 - Will continue to learn from best practices in the sector and aspire to be a role model/champion council through, for example, the **Local Council Award Scheme**.
 - Uphold the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.
- Following a discussion regarding the relevance of the pledge to MPC it was felt that the adopted Code of Conduct was adequate.
- It was **AGREED** to defer a decision whilst keeping it under review.

019. Planning – Cllr Stopher

a) Planning Applications/Decisions

New Planning Applications

Week 29

 SDNP/22/03262/HOUS - Single storey rear extension and enlarged porch. 6 Cartersland, Milland, West Sussex, GU30 7JR

Week 32

• **SDNP/22/03400/HOUS** - Reroofing of existing shed. Replacement of corrugated asbestos with clay tiles. Park Farm, Rake Road, Milland, West Sussex, GU30 7JT

Week 33

• **SDNP/22/03242/HOUS**- Cladding to external facade, 1 no. window east elevation, 1 no. door to side elevation. replacement of UPVC with Oak frame to porch. Millbrook, Milland Lane, Milland, West Sussex, GU30 7JP

Week 34

 SDNP/22/03718/CND - Demolition of the existing residential dwelling and replacement with two storey three bedroom residential building - Variation of Condition 2 of Planning Permission SDNP/21/05788/FUL - addition of 1 no. dormer window on east elevation. Wardley Farm Cottage, Wardley Lane, Milland, West Sussex, GU30 7LX

Discussion at Meeting

- CS reported on the decision: **SDNP/21/03378/FUL** Demolition of existing light industrial units and replacement with 5 no. new light industrial units with improved parking and landscaping at The Sawmill, Iping Road, Milland, GU30 7NA is **expected in October**.
- CS reported that following a concern raised by residents regarding Smugglers Copse in Borden Wood he had carried out a site visit and confirmed that the planning application was being complied with.
- CS stated that South Downs National Park Authority (SDNPA) had made a change to the publication of pre-applications and they stated that:
 - The SDNPA appeared to be the only Planning Authority locally or nationally that publicised pre-application enquiries. Whilst the benefits of this initially were seen



predominantly to provide an openness and transparency this had to be balanced with the costs involved in providing the publicity and impact upon those seeking advice. The resultant work undertaken by the Authority in responding to enquiries from interested parties had become disproportionate to the service provided. The SDNPA stated that this decision was not taken lightly and was made following discussions at a Members workshop and that they would ensure that the response would be made public when a relevant formal application is received and made valid.

- CS reported that in response to this change some Parishes within the park have opted to make Freedom of Information (FOI) requests in an attempt to receive information and also to exert pressure on the authority to reverse the decision.
- Following a discussion which included the fact that pre-application advice is just an informal view of the Officer and does not prejudice the consideration of any formal application and as Milland has no housing allocation and therefore little development, it seems unnecessary at this time to ask for FOIs.
- It was agreed that instead of the submission of FOIs by MPC a statement would be added to both the website and the digital screen inviting anyone considering submitting a planning application to contact the PC for advice and inform them of the pre-application contact at SDNPA.

Action: Clerk

020. Environment & Amenities and Highways matters

a) <u>Community Fund</u>

- Following the discussion held at the last meeting the Clerk had contacted the bonfire committee and received a copy of their draft financial regulations.
- It was emphasised that the ongoing issue is that the PC currently has no firm regulations regarding the finance of sub-committees for which it has an obligation to manage.
- The Council supports the Committees' undertaking for the allocation of resources on behalf of the PC as long as the PC is informed of all decisions made. The PC must have access to all accounts in order to be able to both provide insurance and to be able to make a final decision if a dispute arises.
- It was **AGREED** that the PC is to write specific financial regulations which can be applied to all sub-committees.
- The Clerk reported that to date the Jubilee committee had not allocated any funds. It was **AGREED** that she would follow this up in order that the money or at least a portion of it is spent in the 2022 23 financial year.

Action: JVP / Clerk

b) Milland Defibrillator

- The Clerk reported that she had been contacted by the resident who had organised the installation and maintenance of the defibrillator located on the Iping Road. The resident has since its installation been solely in charge of the maintenance and finances for this community asset.
- Whilst she acknowledged that the PC had been very generous in the past with grants she has now requested that the PC assume full financial responsibility for the defibrillator and the maintenance and upkeep of the phone box in which it is which housed.
- It has been proposed that the existing funds raised to support the defibrillator (£1,744) be transferred to the PC and remain ringfenced. Moving forward as part of the yearly budget

MILLAND PARISH COUNCIL

Milland Parish Council Minutes – September 2022

potential costs for the defibrillator would be taken into account and the ringfenced funds added to when necessary.

- This was **AGREED**.
- The resident stated that she is happy to continue carrying out the monthly checks with the Clerk now being listed as a second point of contact.
- Current costs and time scale are as follows:
 - Defibrillator purchased Mar 2019 at a cost of £954 shelf life of 5-7 years.
 - Battery purchased Mar 2019 to be replaced every 4 years £400.
 - Pads £39.54 replaced every 2 years current pads expiry date May 2023. Unless used in an emergency.
 - Telephone box upkeep and repairs every 2 years £200 Due Oct 2023.

c) <u>Repair Cafe</u>

- 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.
 - 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.
- He reported that he had visited the South Harting Repair Café a number of times and taken their advice on whether MPC is in a position to start one.
- The issue currently identified is the lack of skilled volunteers to carry out the repairs without which the initiative cannot succeed. Following articles in the Milland Valley News (MVN) no one has currently stepped forward.
- It was **AGREED** that the idea would be promoted again via MVN, social media, the website and the digital screen.

Action: JW / Clerk

Action: Clerk

- d) Traffic Calming
- CS had previously circulated a draft traffic calming proposal to form the basis of a future submission to WSCC. This addressed the short stretch of the Fernhurst Road from the Milland crossroads to the point where the road bends gently right between Mill Vale Meadows and the entrance to Campbell Park where it is crossed by a public footpath. In this he detailed:
 - \circ $\;$ A description of the road and the approaches to it.
 - Why traffic calming would be appropriate.
 - What measures may be appropriate.
- County Councillor Kate O'Kelly who was unable to attend had previously submitted her points on a potential application:
 - In reference to Colin's paper this would be suitable for a community highway scheme CHS application. I can explain the process but in brief it is good to arrange a site meeting with one of the Highways officers from WSCC to talk through your proposals. Once aligned then the community needs to work up the scheme perhaps using a consultant to get some high level proposals together. You would need to demonstrate that you have community support and have consulted. Harting have just put in a scheme and have worked through the process over the last few years, I am hoping their application will be successful. 2/3 of the CHS applications are unsuccessful as this is competitive with communities across the County so it is worthwhile putting in a really good application.



The usual deadline is July. If you would like me to arrange a site meeting with one of the engineers, then I can do if you let me know when might be a suitable time.

- The impact of the school was discussed and it was felt that although the school was long established it has since expanded with the result that there is increased vehicle activity and parking at the entrance to the road leading up to it. At drop off and pick up times this has become quite hazardous.
- There was subsequently a discussion on extending the stretch of road applied for to continue beyond the entrance to Campbell Park to the entrance to the sports club in order to reduce the speed by the School.
- It was **AGREED** that CS would attempt to speak to the school and report back at the next meeting prior to a meeting being arranged with WSCC.

Action: CS

e) Flight Capacity

- Following the publication of an article in the Haslemere Herald concern had been raised by a Parishioner regarding Farnborough Airfield reviewing flight capacity of the airport.
- LM pointed out that this is not the first time that this concern had been raised and JVP confirmed that he had attended an All Parishes Meeting attended by the Chief Operations Manager for Farnborough who had also spoken at a meeting in Milland. A narrower 'cone of approach' had been implemented in 2017.
- The issue being raised now seems to be that there may be an increase in flight traffic as the airport had achieved planning permission for up to 100,000 movements a year.
- It was **AGREED** that this would be added to the November agenda for further discussion and the County Councillor would also be consulted.

Post Meeting Note: following the meeting LM reported by email:

- The new flight paths were agreed many years ago and came into force in 2017. These were due to be reviewed in 2020. However Covid meant that a review of traffic was not possible and so it was postponed until this year.
- There is an FAQ document from Farnborough which provides quite a lot of background and shows the flights have not increased dramatically. Planning permission had been granted for 50K movements a year and in their busiest year, 2019, there were 31K.

Action: Clerk

f) <u>Flagpole</u>

- CS reported that with the recent increased use of the flagpole it was noted that the Halyard (rope) was showing signs of wear and would soon need replacing ideally before what we assume what will be next year's Coronation. He also suggested that Inglefield clips which simplify the process of attaching or changing flags should also be purchased:
 - Halyard: 12m length is required and if supplied by Hampshire Flag Company, the original suppliers of the pole the cost would be £7.20 + VAT
 - Inglefield clips: 3 pairs of at £7.95 a pair totaling £23.85 + VAT Total £31.05 + VAT
- This was AGREED
- He also asked that the current Union Flag and West Sussex Flags be considered for replacement as follows:
 - Union Flag £86.34 AGREED



- West Sussex Flag £203.34 or a cheaper alternative (approximately £5) which would need replacing more regularly. It was AGREED that the expensive flag could not be justified and the cheaper alternative be purchased and replaced when necessary.
- CS also reported that he had received some comments that the existing lightweight aluminium 6 metre pole which is intended as an entry level home or garden pole is quite small alongside the shop building.
- He therefore proposed that a heavier duty aluminium pole of 8 or 9 metres be considered if it is to be used more frequently. The cost would be **£209.95 + VAT**. It was **AGREED** to defer a decision on this but that it would be considered when setting the precept.

021. Parish Notices

None

010-. <u>Date of next meeting</u> – 09 November 2022 – 6pm at Milland Memorial Hall

Chairman:

Date :

These Minutes are unconfirmed until signed by the Chairman.



County Councillor report Milland Parish Council 14th September 2022

Transport and Infrastructure

Traffic calming in Milland

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Cycling

The member group at WSCC had a briefing from officers on the new body Active Travel England and how they are going to monitor Local Authorities as they develop their new cycling infrastructure. Clarified the various capital funding streams, it is clear that the larger unitaries and metropolitan boroughs are going to get the lion share of the money. WSCC need to make the case for more funding.

Met up with Highways engineer and resident and Midhurst Area Cycling rep to negotiate the changes proposed for the Midhurst to Stedham cycle path, we have provisionally agreed the changes which are a compromise. This means that the project to widen the path and reduce the speed limit will go to tender this Autumn and be delivered next financial year.

Housing and Communities

Meeting with Chief exec and leader of the Lib Dem group.

The lack of workforce issue is the major challenge facing the organisation she envisages this will be for the next 2-3 years. WSCC needs to become an employer of choice.

We discussed improved social experience for employees and members so that when real life meetings happen all opportunities are taken to improve the experience.

Shared Prosperity Fund

The District Council have been granted £1m from the Shared Prosperity Fund to encourage economic growth and improve the quality of life in the local district. Projects have been brought forward through Vision Groups around the area and include landscaping and planting, cultural facilities and the provision of community groups. Proposed projects to enhance the town of Midhurst will be exhibited in the Grange Centre for 2 weeks in October.

Responded to concern from parishes about very poor burglary crimes solved locally. This needs addressing with the Police and Crime Commissioner her work on this needs scrutiny we plan to invite her to attend the Overview and Scrutiny Committee at Chi District Council.

Help with Ukrainian Refugees

There is a new grant scheme to help those communities who are hosting Ukrainian refugees. This is accessible as a one-off grant to community groups and parish councils. An application form is available on www.chichester.gov.uk/supportingukrainenrefugees

Environment and Wellbeing Health



Our LD group in Chichester have arranged a public meeting to address issues of access to primary care. Issues are lack of GP provision and planning for this in new developments and access to primary care generally for residents.

Poor ambulance response times in the Chi District but particularly in rural areas, I have written to Chair of Health and Adult Social Care Committee at WSCC we need to raise this unsatisfactory situation with South East Coast Ambulance services again although a national problem we need to hear what they are going to do to reassure our residents locally.

Recycling

Walking aids such as crutches, walking sticks and frames can be returned for reuse or recycling at your nearest <u>West Sussex Recycling Centre</u> during Recycle Week (19 to 25 September).

Items will be checked and cleaned, ready to be used again by others in the future. Any items which cannot be used again will be recycled. Walking aids can be left with staff at the Recycling Centre gate or deposited in the dedicated bin on site.

Recycling Centres will only be able to accept walking aids during Recycle Week (19 to 25 September). To return items at all other times, telephone NRS on 0345 1272931 or email <u>enquiries@westsussex.nrs-uk.net</u>.

EV charge points

WSCC and Connected kerb have announced where the first round of on street chargers are going to be installed. There are 15 sites identified in Chi District so far but it is just the first phase. For residents or organisations to register an interest in having a EV point installed this is the link to the website.

UK's largest public EV charging project (connectedkerb.com)



County Councillor report Milland Parish Council 14th September 2022

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EV charge points

WSCC and Connected kerb have announced where the first round of on street chargers are going to be installed. There are 15 sites identified in Chi District so far but it is just the first phase. For residents or organisations to register an interest in having a EV point installed this is the link to the website.

UK's largest public EV charging project (connectedkerb.com)



CDC Brief - 8th September 2022

Cost of Living

Many people within our district are struggling with the rise in the cost of living. CDC has now launched a campaign 'Supporting You' in partnership with the Observer Series to highlight the range of support that is available. The campaign will cover tips on how to save money including energy efficiency measures, help with finances, health and wellbeing, help with housing and supporting local businesses.

Levelling Up funding

CDC have submitted a £13.7 million Levelling Up bid to government to help revitalise Chichester. The Government will announce who has been successful later in the Autumn. There are three projects involving improvements to: Northgate, Priory Park and Cathedral Square

Energy Rebate Scheme

Work continues on paying households their Council Tax Energy Rebate. To date we have paid out £4,718,100 to 31,454 households representing 92% of all eligible households in the district. The remaining households (2,617) who have not directly requested this rebate will instead have their £150 rebate credited to their Council Tax account in early September.

All five groups of the Discretionary Energy Rebate scheme are now open. CDC have received funding to allow for 1,831 Discretionary awards. So far, we have issued 414 awards, paying out a total of £62,100 from a grant allocation of £274,650.

St James Industrial Estate

Final finishes are being completed to the new units. These units will be ready for letting shortly

All Parishes Meeting

The next All Parishes Meeting will be on Zoom at 17:30pm on 19th September 2022.