



**MILLAND PARISH COUNCIL**

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**Chairman:** Mrs Louise Myles  
**Clerk:** Miss Viki Williams  
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**MINUTES of the Meeting of MILLAND PARISH COUNCIL held on  
Wednesday, 8<sup>th</sup> March 2023 in Milland Memorial Hall**

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**Present:** Mr. J Parker (JVP) (in the Chair), Sir J Wigram (JW), Mr. C Stopher (CS)  
County Councillor Kate O’Kelly, District Councillor Peter Wilding

**Members of the public:** 1

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**046. Apologies:** Mrs. M Truss, Mrs J Pilkington, Mrs. L Myles, Mrs. S Hoar, Mr A Farley

**047. Minutes of the Meeting 11<sup>th</sup> January 2023**

Approval **proposed** Mr. C Stopher by and **seconded** by Sir J Wigram

**048. Declaration of personal or prejudicial interests**

None

**049.**

**a. County Councillor Report Milland Parish Council 8<sup>th</sup> March 2023 – full report attached -  
Summary below:**

- **Transport and Infrastructure**
  - Cycling
  - Friends of Rother Valley Way
  - Midhurst Greenway
- **Housing and Communities**
  - Chichester District Council Local Plan
  - Damp and Mould
  - HYDE Residents
  - Environment and Wellbeing
- **WSCC Budget**

**Discussion at meeting**

- Cllr O’Kelly stated that she was extremely pleased that the key performance indicator of the actual outcomes of path use rather than kilometres built would be applied.
- She stated her concerns regarding a letter that Hyde had sent out to all tenants to notify them of a considerable increase in rental charges as she considers this to be unaffordable in the present climate. She asked the PC to offer help and/or advice to any residents in the Parish affected by this.
- JVP asked for information about the County Council led Quiet Lanes initiative which allows Parishes to choose to have a ‘global’ speed limit. Cllr O’Kelly stated that this initiative is still at the early stages of implementation and that the cabinet member in charge of the decision making is proposing some pilot schemes to investigate the viability of the scheme across the County. This is therefore an evolving project which the Council will watch and update on.

**Next drop-in – March 23<sup>rd</sup> White Hart South Harting 10.30-12.30**

**b. District Councillor Report Milland Parish Council 8<sup>th</sup> March 2023 – full report attached -**

*Summary below:*

- **Local Plan**
- **District Council Elections**
- **Annual Budget**

**Discussion at meeting**

**Local Plan (LP)**

- Following ongoing discussions with the examiner throughout the process, it is hoped that the Formal Examination is expected to be approved.
- The district has struggled to achieve the 5-year land supply but it is hoped the housing supply is to be reduced at Government level.
- The Council is keen to have the process completed before the elections in May.

**Annual Budget**

- This was approved on the 7<sup>th</sup> of March 2023.
- There is significant pressure caused by inflation, including the Government awarded pay rises for staff and the cost of energy (fuel for vehicles, heating for buildings and leisure centres).

**May 2023 Elections**

- A reminder that voter ID will be required for in person voting for the first time.

**050. Public Participation**

None

**051. Matters arising from the Minutes**

**Automated External Defibrillator Training**

- The Clerk reported that the training which took place on the 25<sup>th</sup> of February was very well supported and a great success. She suggested that this be considered as an annual event. She gave thanks to the bonfire committee who provided funding for the training.

**Community Energy Project**

- The Clerk confirmed that Catriona Cockburn of Energise South Downs will be speaking about the project at the Full Council Meeting on 12<sup>th</sup> July 2023.

**Flagpole**

- CS updated that the now disbanded Milland Gardening Club are donating £283.70 to the PC for the purpose of purchasing a new, more fit for purpose 9m flagpole. New flags more fitting in size will also need to be purchased.
- The quote for the new pole is **£1,433.00 +VAT**
- The quote includes:
  - 9m pole
  - 3-yard United Kingdom printed flag
  - 3-yard United Kingdom sewn flag
  - 3-yard United Sussex printed flag
  - 3-yard West Sussex sewn flag
- It was **AGREED** that as the PC would need to contribute a significant amount of money to the project, that it be added to the next agenda for further discussion.

**Action: Clerk**

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**PCSO Visit**

- The Clerk confirmed that the PCSO for the Parish had previously agreed to speak at the Annual Parish Assembly but unfortunately had to subsequently cancel. He will however be a guest speaker at the Full Council at the 13<sup>th</sup> of September meeting.

**052. Finance** – It was **Proposed** by Mr. J Parker to move finance to the end of the agenda for future meetings. This allows for necessary discussions regarding financial decisions of applicable items on the agenda prior to the final approval of the payments **Seconded** by Mr. C Stopher - **AGREED**

a) Statement of Accounts – V Williams – Previously emailed

April Starting Balance £15,047.04											
Milland Parish Council		Statement - March 2023									
Balance b/f		01.03.23		£22,559.65							
<b>Payments Previously Made</b>											
Date	Payments Made	Description	Gross	VAT	Net						
06.02.23	Surefire Training	Defibrillator Training	170.00	0.00	170.00	OL126					
06.02.23	Linch PCC	Hall Hire Finance Meeting 2022	£24.00	£0.00	£24.00	OL127					
09.02.23	Nest	Pension Contribution	£42.88	£0.00	£42.88	DD					
<b>Totals</b>			<b>£236.88</b>	<b>£0.00</b>	<b>£236.88</b>						
<b>Payments Received</b>											
Date	Payments Received	Description	Gross								
<b>Totals</b>			<b>£0.00</b>								
<b>Payments For Approval</b>											
Date	Payments For Approval	Description	Gross	VAT	Net						
08.03.23	V Williams 28.02.23 (11)	Salary E - P.11 Office £58.33	£986.81	£0.00	£986.81	OL128	P	LGA72			
08.03.23	HMRC 28.02.23 (11)	PAYE P.11 (2311)	£29.53	£0.00	£29.53	OL129	P	LGA72			
08.03.23	V Williams 31.03.23 (12)	Salary E - P.12 Office £58.33	£986.81	£0.00	£986.81	OL130	P	LGA72			
08.03.23	HMRC 31.03.23 (12)	PAYE P.12 (2312)	£29.53	£0.00	£29.53	OL131	P	LGA72			
08.03.23	REIMB V Williams	SLCC Membership - shared with Funtington	£110.00	£0.00	£110.00	OL132	P	LGA72			
08.03.23	REIMB V Williams	Stationary - shared with Funtington	£3.25	£0.00	£3.25	OL133	P	LGA72			
08.03.23	R Findlay	Maintenance February	£1,200.00	£0.00	£1,200.00	OL134	P	LGA72			
08.03.23	REIMB B Fairhurst	Coronation Equipment	£84.99	£0.00	£84.99	OL135	P	LGA72			
08.03.23	Rollercoaster 5	Coronation Deposit for Band	£750.00	£0.00	£750.00	OL136	P	LGA72			
<b>Total payments due</b>			<b>£4,180.92</b>	<b>£0.00</b>	<b>£3,345.93</b>						
<b>Estimate Balance after Payments</b>			<b>£18,378.73</b>								
<b>Less Ringfenced Funds</b>			<b>£6,998.74</b>								
<b>Estimate Available funds</b>			<b>£11,379.99</b>								
<b>Ringfenced funds</b>											
MTC Resurfacing fund			£2,670.00								
Jubilee Fund			£2,052.00								
Defibrillator fund			£2,276.74								
<b>TOTAL</b>			<b>£6,998.74</b>								
<i>P - Precept; O-Outside Precept; E-Excess of Precept</i>											

b) These Payments were Approved

**Action: Clerk**

c) Annual Policy Review

- In line with the audit requirements the following existing policies have been reviewed, updated and circulated to all Councillors for comment and approval:
  - Financial Regulations – **APPROVED**
  - Standing Orders – **APPROVED**
  - Risk Assessment – **APPROVED**
  - Risk Management Policy – **APPROVED**
- Updated documents to be posted on website.

**Action: Clerk**

d) Grant Awarding Policy

- As this required considerable debate, this item was deferred for discussion at the next meeting.

**Action: Clerk**

**053. Other Administration**

a) Community Fund

- JVP's draft Sub Committee Financial Regulations had been circulated for consideration.

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- It was **AGREED** that the Clerk would investigate whether this is sufficiently covered by the current Standing Orders, to determine the actual need for an additional document.

**Action: Clerk**

b) All Parishes Meeting 6<sup>th</sup> February 2023 – Cllr Myles attended the meeting and submitted a report in her absence:

- The main item discussed was the Local Plan which doesn't affect the Parish, due to it being entirely in the South Downs National Park and therefore outside the remit of Chichester District Council Planning Authority, However, should anyone wish to comment, the consultation ends on 17<sup>th</sup> March 2023.
- There was no opportunity to raise the PC's concerns regarding the consultation process carried out by the Boundary Commission. She intends to follow up with both the Boundary Commission and Chichester District Council who she has written to again as no responses had been received.

**Action: LM**

c) Annual Parish Assembly Speaker

- The Annual Parish Assembly (APA) is a community event separate from a Council meeting. It enables members of the public to hear about the activities that the Parish Council has carried out during the year. It also provides the opportunity for issues to be raised by residents.
- The next APA is due to take place on Wednesday 12<sup>th</sup> April 2023. Although not mandatory, there is provision for the Council to invite a speaker.
- Due to the PCSO no longer being available, the Clerk asked for suggestions for a new speaker.
- It was **AGREED** that she would invite:
  - The Public Rights of Way (PRoW) Ranger – Parish footpaths
  - West Sussex County Councillor Tom Richardson – Quiet Lanes initiative

**Action: Clerk**

e) Elections

- Parish and District Council Elections are to take place on **4<sup>th</sup> May 2023**. The Clerk confirmed that both the need for all to bring photo ID and the following timetable are being heavily advertised on the website, social media and the digital screen:
  - 22 March 2023 - Notice of Election published.
  - 23 March 2023 until 4pm on 4 April 2023 – Returning Officer to receive candidates nomination papers.
  - 17 April 2023 – last day to Register to vote.
  - 18 April 2023 – 5pm Last day to apply for a postal or postal proxy vote.
  - 25 April 2023 – 5pm Last day to apply for a proxy vote (unless emergency proxy).
  - 25 April 2023 – 5pm Last day to apply for a voter authority certificate.
  - 4 May 2023 – POLLING DAY.
  - 4 May 2023 - 5pm last time to apply for an emergency proxy.
  - 5 May 2023 – verification and count of ballot papers, Westgate leisure centre.
- The need for people to stand for the Parish Council Elections is also being advertised on all available means. It was **AGREED** that candidate nomination papers will be sent to all existing Councillors and those parishioners who have shown an interest in becoming a Parish Councillor.

**Action: Clerk**

**054. Planning – Cllr Stopher**

a) Planning Applications/Decisions

**New Planning Applications**

**Week 4**

- **SDNP/22/05376/FUL** - Change of use of land to garden land for the domestic use of the siting of 1 no. shepherds hut. Land adjacent to Moor Cottage , Iping Lane, Iping, West Sussex, GU29 0PJ

**Week 6**

- **SDNP/23/00340/APNB** - Twin span polytunnel. Home Farm, Cinder Lane, Milland, West Sussex, GU30 7LR - **Raise No Objection**

**055. Environment & Amenities and Highways matters**

a) King's Coronation

- i. Following a meeting of the West Sussex Association of Local Councils (WSALC) AGM JVP circulated information reporting that WSALC are now fully engaged with the Lieutenancy. He proposed that Milland should invite the Deputy Lord Lieutenant to the Milland Coronation event. After discussion it was **AGREED** that as this national event is expected to be well supported that he not be asked as he has been a great asset for events which require more support.
- ii. The Committee in charge of the 2021 Queen's Jubilee event have agreed to once again organise the Milland Big Lunch, which is to be held on 7<sup>th</sup> May 2023. The Clerk reported that she met with the Jubilee Committee on 23<sup>rd</sup> February 2023, Items discussed:
  - Finances:
    - Some of the £2,052 raised at the Platinum Jubilee event is to be assigned to the King's Coronation event but that the decision for donating the remaining funds is also paramount.
    - Knight Frank have agreed to sponsor the event but the final figure has not been agreed.
    - The Committee are hoping to book a 5 piece band for £1,500 and a stage for £1,000 and have asked that the PC pay the £750 deposit to secure the booking of the band. This was **AGREED**.
  - The Event:
    - The event is once again intended as a 'bring your own food and drink' event but with all logistics (decorations, family games and entertainment etc) to be organised by the committee.
    - Based on the feedback from the last event, the aim is to make the seating more informal with the band being the centre piece.

**Action: Clerk**

b) Traffic Calming

- CS reported a disappointing number of responses to the survey, with a total of only 20 responses. However, of the forms returned all supported the proposed measures.
- CS will continue to work on the initiative.

**Action: CS**

c) Plaque for the Queen's Green Canopy Tree

- The Clerk had previously emailed further information on potential Queen's Green Canopy (QGC) commemorative plaques.
- There are a number of recommended companies linked to the QGC website. The most reasonably priced is provided by Ward signs: who offer A5 plaques in brass, bronze or stainless steel for £65 + VAT.
- It was **AGREED** to purchase a stainless-steel plaque, but to defer putting it in place until the tree is more established.

**Action: Clerk**

d) Public Realm Campaign

- Following the West Sussex Association of Local Councils (WSALC) AGM, JVP circulated information regarding this Sussex Heritage Trust initiative which is looking to support projects that preserve and/or improve the architectural and natural landscape of Sussex.
- It was **AGREED** that this initiative be considered in the future if any of qualifying areas of the Parish were to be altered or removed by West Sussex County Council.

**Action: Clerk**

e) Highways Partnership

- Following a presentation at the West Sussex Association of Local Councils (WSALC), the Clerk had spoken to the stakeholder and partnership lead to discuss:
  - The Highways Partnership initiative – this scheme has been started to reduce levels of service provided by WSCC and to help local communities influence and be part of the delivery of local priorities impacting their neighbourhoods. As the Parish Council is already carrying out a number of maintenance projects around the Parish (ditch clearance, hedge maintenance etc.) It was **AGREED** that there is no need for the Parish Council to sign up to the initiative. Should the situation / finances change in the future this will be reinvestigated.
  - Pollinator Highways – WSCC have forwarded information to the Clerk on the nature verge network initiative, should this be required in the future.

f) March Spring Clean weekend

- The Clerk reported that the annual spring clean litter pick is to take place on 25/26<sup>th</sup> March 2023.
- All bags, litter pickers and high-vis vests will be placed outside the shop and collection of all waste arranged with Chichester District Council (CDC).
- The event is advertised on social media, website, digital screen and noticeboards to allow interested residents to also take part.
- The Clerk presented an inventory of equipment held and it was **AGREED** to:
  - Purchase:
    - 2 x Litter Pickers
    - 2 x bag rings
  - Contact:
    - The bonfire committee for extra high vis vests.
    - CDC to provide heavy duty bags and arrange collection of rubbish.

**Action: Clerk**

**056. Parish Notices**

- The Clerk circulated an email regarding the need for maintenance of ditches on private land on the Milland Lane. She stated that although all landowners had been written to about their riparian responsibilities, she would send a follow up email to the proprietor.

**Action: Clerk**

**057-. Date of next meeting – 10 May 2023 – Annual Statutory Meeting 6pm at Milland Memorial Hall**

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

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

## **County Councillor Report for Milland Parish Council 8<sup>th</sup> March 2023**

### **Transport and Infrastructure**

#### **Cycling**

Meeting with officers at WSCC finalising walking and cycling strategy – I pushed for a key performance indicator of actual outcomes of use of the paths rather than kms built (previous KPI was 7.5km of new path built) and called for better maintenance of paths. Poor maintenance leads to decreasing use and works against the active travel strategy.

#### **Friends of Rother Valley Way**

A meeting for the wider group with briefing – the project now has various teams doing comms, landowner discussions, fundraising / grant applications and we will be meeting regularly to move things forward. First phase Petersfield to Nyewood, second phase Nyewood to Elsted Marsh. Anyone who wants to get more involved with the active running of the project or the wider friends of RVW do contact [forothervalleyway@outlook.com](mailto:forothervalleyway@outlook.com)

#### **Midhurst Greenway**

The officers at WSCC are going to arrange a meeting soon with stakeholders regarding another round of consultation on the proposals for this path, I am hoping this will include a 20mph zone on South Street going into the Old Town.

### **Housing and Communities**

#### **Chichester District Council Local Plan**

Now submitted for the technical consultation – between 3<sup>rd</sup> Feb - 17<sup>th</sup> March

#### **Damp and Mould**

Anyone who rents their home and are experiencing issues with damp and mould, are advised to report this to their landlord as soon as possible. If the problem worsens, or they don't hear back people should contact CDC housing team for help and advice by emailing [housingstandards@chichester.gov.uk](mailto:housingstandards@chichester.gov.uk) or by calling 01243 534565.

#### **HYDE Residents**

Recently Hyde have sent out letters with a big rise (£10 to £27) increase in rental charge for garages – unaffordable at this time – our group have asked the Director of housing at CDC to address this urgently with Hyde.

#### **Environment and Wellbeing**

Health and Adult social care committee in March – we again looked at access for residents to NHS dentistry across West Sussex. Many residents including young people have no access to and NHS dentist, dentists in their preventative work often pick up other non dental conditions such as oral cancers and poor oral health is also linked to other physical health conditions. West Sussex is not unique it is a national issue that urgently needs addressing.

#### **WSCC Budget**

Full Council last Friday budget agreed. 5% increase in Council Tax

2.99% increase max allowed and 2% increase for adult social care

Agreed a £4.5m increase in budget for Highways maintenance – this was a one off – our amendment included building this into the budget year on year but this was not agreed.

LD group amendments were not agreed included additional officer resource for active travel, buses and rights of way. Increasing the team for carers support and recruitment for more occupational therapists. We also proposed a climate emergency fund to encourage innovative community projects that reduce carbon and improve the environment.

**My next drop-in – March 23<sup>rd</sup> White Hart South Harting 10.30-12.30**



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### **CDC Brief – 8<sup>th</sup> March 2023**

#### **Local Plan**

The draft Local Plan was approved by the Council on 24<sup>th</sup> January and immediately went out to Consultation after consultation, the plan will go for formal examination. If approved by the Inspector, the District will have a Local Plan which will provide a much more robust defence against speculative development.

#### **District Council Elections**

These will take place on 4<sup>th</sup> May and the Council is busy preparing for these. For the first time you will need photographic ID to vote at this year's election. There has been a lot of communications about this and it will continue up to the elections. This includes a detailed article in our spring issue of initiatives, which will be delivered to all residents in April. Accepted forms of ID include a UK, European Economic Area (EEA) or Commonwealth passport; a UK or EEA drivers' licence; and, some concessionary travel passes, such as an older person's bus pass.

#### **Annual Budget**

The Council approved its Annual Budget yesterday. The budget is balanced for the coming year. The main pressures on the Council finances result from inflationary pressures from pay rises and the cost of energy.