



Milland Parish Council Minutes – May 2023

MILLAND PARISH COUNCIL

Chairman: Mrs Louise Myles
Clerk: Miss Viki Williams
21 Pease Croft, South Harting, West Sussex, GU31 5LB
Tel: 07792 498087
Email: clerk@milland-wsx-pc.gov.uk –
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**MINUTES of the Annual Statutory Meeting of MILLAND PARISH COUNCIL held on
Wednesday, 17th May 2022 in Milland Memorial Hall**

Present: Mrs. L Myles (LM) (in the Chair), Mr. J Parker (JP), Mrs. S Hoar (SH), Sir J Wigram (JW), County Councillor Kate O’Kelly, District Councillor Eleanora Newbery

058. Apologies: Mr A Farley

059. Councillor’s Declaration of Acceptance of Office

- Signed by the 5 elected Councillors

060. Election of Chairman 2023-24

- Mrs Louise Myles nominated by **Mr J Parker** and seconded by **Sir J Wigram**. **Agreed.**

061. Chairman’s Declaration of Acceptance of Office

- Signed by Mrs Myles.

062. Election of Vice-Chairman

- Mrs Sue Hoar was nominated by **Sir J Wigram** and seconded by **Mrs L Myles**. **Agreed.**

063. Co-option of Councillor

- The candidate Nigel Oldham gave a brief introduction to his skill set and reasons for wanting to join the Council. Including:
 - A Chartered Accountant who has lived in the Parish for 14 years.
 - He is looking forward to giving back to the Parish.
- Vote held: Unanimous in favour – **Nigel Oldham co-opted**

064. Declaration of personal or prejudicial interests

- **None**

065. Appointment of members to serve on committees for 2023-24 - (Chairman ex-officio on all committees)

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

066. Appointment of representatives - The following appointments were made:

- Milland Memorial Hall – John Wigram
- Borden Village Hall – John Wigram
- Milland Bonfire Group – Jeremy Parker
- Milland Tennis Club – Alastair Farley



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- Milland Stores – Sir J Wigram
- Hollycombe School – Sue Hoar

067. Geographical Areas of Responsibility -

- Milland Lane North/B2070 - Jeremy Parker
- Wheatsheaf/Foley/Forest Mere/Ripsley – Louise Myles
- Cartersland/Fernhurst Road/Strettons – Sue Hoar
- Millvale Meadows, Drakeleys Field/Pennels Close/West Meade – Nigel Oldham
- 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

068. Dates and times of ordinary meetings 2023-24 – Meetings start at 6pm

- **2023** 12 July, 13 September, 08 November
- **2024** 10 January, 13 March, Annual Parish Assembly (APA) on 10 April – **Main Hall Required** and the Annual Statutory Meeting (ASM) on 8 May **Main Hall Required**

069. Minutes of the Meeting 8th March 2023

Approval **proposed** by Mrs. L Myles and **seconded** by Mr. J Parker

070. Reports from the County and District Councillors – full report attached - Summary below:

Update from County Councillor 17 May 2023

- Fire in Midhurst
 - Following a meeting held today the County Council is pushing for works to be carried out on a 7-day a week basis to expedite the completion and to demonstrate that everything possible is being implemented.
 - SDNPA will be funding some of the North Street regeneration (WSCC will also contribute).

Transport and Infrastructure

- Bus Stops.
- Midhurst to Stedham cycle way.
- Friends of Rother Valley Way.

Update from District Councillors 16 May 2023

- Full Council
 - The first Full Council was held today and the new Leader acknowledged that the northern areas of the District at times have previously been overlooked at times and he would endeavour to change this.
- District Council Elections
- Police
- Midhurst
- Meeting your District Counsellors:
 - Ellie will be in the following places if you would like to speak to her:
 - Saturday 20th May 10-12 Milland play park and café
 - Friday 9 June 10-12 Fernhurst Hub
 - Saturday 10th June 10-12 Camelsdale play park and tea room



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- LM raised her ongoing complaint with regard to how the Boundary change consultation had been executed. County Councillor O’Kelly responded that the third iteration is expected in the next month or two and is likely to be approved by parliament in July.

071. Public Participation

None

0721. Matters arising from the Minutes

None

073. Other Administration

a) Community Fund

- Following the last meeting the Clerk reported that having looked at the Standing Orders and Financial Regulations, the establishment of a community fund and the financial actions of sub committees were not directly covered. The governance focuses on the actions that must be taken with regard to meetings.
- Having seen the Financial Regulations of the Bonfire Committee and as the Council have the final say and control over the King’s Coronation fund the Clerk recommended that no further action be taken at this time. However, should the management of the Bonfire Committee change and require financial guidance or if other subcommittees with financial involvement be formed, this could be re-evaluated and a short policy created if necessary.

b) Grants Awarding Policy

- A proposed new Grants Awarding Policy had been previously circulated to the Councillors and a brief discussion was held on a two-fold approach to awarding grants:
 - Continue to invite the known local community groups to apply for a grant prior to the precept setting meeting and those applications to be decided by the finance committee before full Council approval for payment the following financial year.
 - Include a secondary grant fund in the precept to which any local organisation could apply throughout the following financial year.
- It was **AGREED** that the Clerk should update the policy accordingly and the decision be deferred to the July meeting.

Action: Clerk

c) Clerk’s Hours

- The Clerk had previously emailed the Chair to confirm a change in employment circumstance, having been awarded a full time position away from local Government. She informed the Council that she would continue to assist the Council by proposing either:
 - A reduction in hours and continuation in post;
 - To assist the Council to find a replacement Clerk.
- It was **AGREED** that she would remain in post but reduce hours.

Action: Clerk

073. Planning

a) Planning Applications/Decisions

New Planning Applications

- **SDNP/23/01897/LDP** Proposed lawful development - single storey rear extension. 2 Home Park Cottages Portsmouth Road Milland Liphook West Sussex GU30 7JG
- **SDNP/23/01896/LDP** Single storey rear extension. 1 Home Park Cottages Portsmouth Road Milland Liphook West Sussex GU30 7JG



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No comments to be made

Planning Decisions

- **SDNP/22/04643/HOUS** 2 no. ground floor extensions to south elevation, change of use of loft to create habitable space, replacement roof with raised roof height, 3 no. dormers to south elevation and 3 no. dormers to north elevation, new front porch and various alterations including changes to fenestration. Lyfords Bridge Bungalow, Milland Road, Milland, West Sussex, GU30 7NA – **APPROVED.**
- **SDNP/22/04938/FUL** Retrospective siting of a shepherd's hut for tourist accommodation on land at Home Farm. Land at Home Farm, Cinder Lane, Milland, West Sussex, GU30 7LR – **APPROVED.**
- **SDNP/22/05103/HOUS** Installation of a free-standing greenhouse. Hammerfield, Cooks Pond Road, Milland, West Sussex, GU30 7JY – **APPROVED.**
- **SDNP/23/00340/APNB** Twin span polytunnel. Home Farm, Cinder Lane, Milland, West Sussex, GU30 7LR – **RAISE NO OBJECTION.**
- **SDNP/22/01792/HOUS** Raised brick and stone terrace to the rear. Walnut Tree Cottage, Cooks Pond Road, Milland, West Sussex, GU30 7JY – **APPROVED.**
- **SDNP/22/03400/HOUS** Reroofing of existing shed. Replacement of corrugated asbestos with clay tiles. Park Farm, Rake Road, Milland, West Sussex, GU30 7JT – **WITHDRAWN**

074. Environment & Amenities and Highways matters

a) Traffic Calming

- Ex Councillor Stopher continues to work on this project but there was no update for the meeting.
- The Clerk will continue to liaise with Mr Stopher and update the Council accordingly.

Action: Clerk

b) March Spring Clean Weekend

- The Clerk reported that the annual spring clean litter pick took place on 25/26th March 2023.
- She thanked all the Councillors for their efforts and also Chichester District Council (CDC) for the prompt collection of the litter.
- It was suggested that the idea of regular community litter picking events be investigated to encourage public participation in this important initiative.

Action: Clerk / LM

c) Flagpole

- The sum of £283.70 has been kindly received from the Milland Gardening Club to contribute towards this project.
- **Option 1:**
 - Single Piece Glass fibre Flagpole (9m) External Halyard / Hinged base / Gold Finial
 - Inglefield Clips
 - United Kingdom Sewn Flag 3 Yard (274cm x 137cm) Inglefield Clips
 - United Kingdom Printed Flag 3 Yard (274cm x 137cm) Inglefield Clips
 - Sewn Woven Flag Standard Design File Name: West Sussex Size: 3 Yard (274cm x 137cm) Finishing: Inglefield Clips
 - Printed National Flag 3 Yard (274cm x 137cm) Inglefield Clips File Name: National - West Sussex
 - Delivery Same Day Courier Service



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- **£1,433.00 + VAT**
- **Option 2:**
 - A good quality sewn West Sussex 2-yard flag fitted with anti-fray strip and Englefield clips
 - A replacement halyard
 - Three sets of Englefield clips (one set for the new halyard and the one for our existing 2-yard Union flag and Red Ensign which I will fit)
 - **£266.90 +VAT**
- It was **AGREED** that option 2 was the most suitable and a new flag would be purchased with the funds.

Action: Clerk

d) Plaque for Queen's Green Canopy Tree

- Following the last meeting and agreement to purchase a plaque the Clerk reported that there was also the option to purchase a stake required for installation into the ground at **£45 + VAT**.
- After a discussion regarding possible alternative options it was **AGREED** that the stake would also be purchased.
- Final Costing:
 - Stainless Steed A5 Plaque **£85** (price wrongly quoted in March Minutes)
 - Stake for installation **£45**
 - **TOTAL: £130 +VAT**

Action: Clerk

e) King's Coronation Event

- The King's Coronation event was a great success and very well supported.
- The Council gave thanks to the subcommittee who worked so hard to create the community event.
- With most invoices now paid the community fund raised from the event stands at £2,260.78 which is currently ringfenced in the PC account– see full breakdown attached. A further £500 awarded by CDC is also still to be received.
- The Committee have been invited to propose charities and local groups to benefit from funding and a percentage will be held as a community trust to enable organisers to apply for any future events.
- Prior to the event, the committee also hosted a King's Coronation coffee morning which offered free teas/coffees, cake and a space to come together to chat. This was very well supported.

Action: Clerk

075. Finance

- a) Statement of Accounts – V Williams – Previously emailed

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April Starting Balance £19,822.19											
Milland Parish Council		Statement - May 2023									
Balance b/f		17.05.23		£40,248.69							
Payments Previously Made											
Date	Payments Made	Description	Net	VAT	Gross						
16.03.23	Linch PCC	Churchyard M/V/L Grant [2/2]	£300.00	£0.00	£300.00	DL137					
04.04.23	Nest	Pension Contribution	£42.88	£0.00	£42.88	DD					
08.04.23	Jozie's Entertainment	Face Painting Deposit	£100.00	£0.00	£100.00	DL138					
19.04.23	REIMB B Fairhurst	KC Wristbands	£72.60	£0.00	£72.60	DL139					
25.04.23	REIMB S Hewlett	KC Decorations	£67.86	£0.00	£67.86	DL140					
27.04.23	REIMB H Carless	KC Bunting	£24.96	£4.98	£29.94	DL141					
05.05.23	Nest	Pension Contribution	£42.88	£0.00	£42.88	DD					
05.05.23	REIMB C Beatty	KC Games	£68.75	£13.85	£82.60	DL142					
09.05.23	Public Works Loan	Loan Repayment	£1,523.73	£0.00	£1,523.73	DD					
09.05.23	Jozie's Entertainment	Face Painting Balance	£100.00	£0.00	£100.00	DL143					
11.05.23	Action in Rural Sussex	Subscription (shared with MVMH)	£120.00	£24.00	£144.00	DL144					
Totals			£2,463.66	£42.83	£2,362.49						
Payments Received											
Date	Payments Received	Description	Gross								
16.03.23	Bonfire Committee	Basketball Backboard - for Rec	£650.00								
16.03.23	Bonfire Committee	Defib Training	£120.00								
18.04.23	Knight Frank	KC Sponsorship	£1,500.00								
21.04.23	CDC	Precept 1/2	£17,708.00								
27.04.23	Milland Tennis Club	Annual Grant	£2,500.00								
11.05.23	KC Committee	Ticket Sales	£783.00								
11.05.23	HMRC	VAT Reclaim	£1,158.33								
Totals			£24,419.33								
Payments For Approval											
Date	Payments For Approval	Description	Gross	VAT	Net						
17.05.23	V Williams 30.04.23 (01)	Salary E - P.01 Office £38.33	£990.01	£0.00	£990.01	DL145	P	LGA72			
17.05.23	HMRC 30.04.23 (01)	PAYE P.01 (2313)	£26.33	£0.00	£26.33	DL146	P	LGA72			
17.05.23	V Williams 31.05.23 (02)	Salary E - P.12 Office £38.33	£990.01	£0.00	£990.01	DL147	P	LGA72			
17.05.23	HMRC 31.05.23 (02)	PAYE P.02 (2314)	£26.33	£0.00	£26.33	DL148	P	LGA72			
17.05.23	REIM V Williams	Ink, Stationary, Election Mileage, Litter Pick	£133.24	£0.00	£133.24	DL149	P	LGA72			
17.05.23	R Findlay	Maintenance	£85.00	£0.00	£85.00	DL150	P	LGA72			
17.05.23	WSALC	WSALC/NALC Subscription	£294.74	£0.00	£294.74	DL151	P	LGA72			
17.05.23	Azets	Payroll Services	£78.00	£13.00	£65.00	DL152	P	LGA72			
17.05.23	Mulberry and Co	Internal Audit	£162.00	£27.00	£135.00	DL153	P	LGA72			
17.05.23	Henrietta Langley	KC Crown Materials	£90.08	£0.00	£90.08	DL154	P	LGA72			
17.05.23	Rollercoaster	KC Band Balance	£750.00	£0.00	£750.00	DL155	P	LGA72			
17.05.23	REIMB C Collins	Defibrillator Pads	£71.94	£0.00	£71.94	DL156	P	LGA72			
17.05.23	BHIB	Insurance	£609.74	£0.00	£609.74	DL157	P	LGA72			
17.05.23	F Keeling	KC Band Expenses	£16.55	£0.00	£16.55	DL158	P	LGA72			
Total payments due			£4,283.97	£40.00	£4,243.97						
Estimate balance after Payments			£35,964.72								
Less Ringfenced Funds			£10,269.03								
Estimate Available funds			£25,695.69								
Ringfenced funds											
	MTC Resurfacing fund		£5,170.00								
	Jubilee Fund		£2,244.23								
	Defibrillator fund		£2,204.80								
	Basketball Backboard Funds		£650.00								
	TOTAL		£10,269.03								
<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 2023 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.
- The only point for consideration is that there is soon to be a statutory change that would make it mandatory for all Councillors to have separate Council email addresses.

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**.



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- 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 and the **signed AGAR** submitted to the Auditor.

Action: Clerk

f) Insurance Renewal Approval

- The Clerk reported that she had contacted two companies for insurance quotes:
 - BHIB - **£609.74**
 - Zurich - **£735.15**
- The Clerk advised that, based on the excellent service received over the last 3 years and the competitive quote, she would recommend BHIB. This was **AGREED** and BHIB was awarded the contract.

Action: Clerk

076. Parish Notices

- A website enquiry has been received from a resident of Titty Hill informing the PC that all residents have received a notice from the District Council informing them that refuse collection may be refused due to the state of the road (Lambourne Lane from Titty Hill).
- The resident reports that there are extremely large potholes, and the road is becoming dangerous to pedestrians, horses and cyclists.
- Both the District and County Councils have been contacted by the resident and they have been advised that a ranger will be sent to inspect the road. They have also been advised to make the PC aware of the issue.
- The resident is responsible for the top of the track, but the shared area at the bottom is Council owned.
- County Councillor O’Kelly stated that if the District, County and Public Rights of Way are involved, a solution would be sought without PC intervention but that the Clerk should monitor the issue.

077. Date of next meeting – 12 July 2023 – 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 17th May 2023

Fire in Midhurst

The current situation in Midhurst is extremely challenging. The full impact of the road closure has hit businesses in the town and the surrounding villages, residents' lives have got more difficult in many ways, accessing healthcare has been particularly difficult. I met up with the business leaders at the SDNPA last week to discuss the urgency of the situation. The urgency of the reopening the road cannot be over-stated. Coming so soon after Covid the businesses are on their knees and the cashflow situation for many is critical. The current plan is to try to get emergency compensation for the businesses most affected from the Secretary of State, Michael Gove. Gillian Keegan's representative was at the meeting she is going to urgently seek clarification from Michael Gove to what details he needs in terms of financial losses. We are going to make a powerful case for this compensation, it comes if communities are affected by flooding and this is clearly similar. We pressed the SDNPA leaders to push for a 7 day a week construction project so that the road is opened sooner. At the end of last week the SDNPA announced their chosen contractor for the project to shore up the building. The free car parking is over, but I am lobbying hard for key workers, particularly teachers who can't reach Midhurst Rother College without a long detour, to obtain temporary car parking permits. Now is the time for a flexible and compassionate response to these requests.

Transport and Infrastructure

Bus Stops

After feedback from residents – I have managed to secure new bus stop signs by Durleighmarsh and also new bus stop signs are in the pipeline outside Guillards Oak in Midhurst – there is a theoretical stop there but not bus stop sign.

Midhurst to Stedham cycle way widening

As part of this scheme the speed limit of 30mph is being extended to beyond the Woolbeding junction the official consultation on the change of speed limit for this Traffic Regulation Order (TRO) has started.

Friends of Rother Valley Way

Landowner discussions continue.

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



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Update from District Councillors 16 May 2023

Brett Burkhart and I are hugely honoured to be elected as District Councillors in the recent local elections and we look forward to supporting the Parish Council and having a close working relationship with you all.

I work part time as a family solicitor and I am married with two young children (7 and 3 years old). I live in the heart of Fernhurst but owing to the above I spend quite a bit of time in the parks of Milland, Camelsdale and Lynchmere (Hammer). Brett lives in Lurgashall and is away this week but is keen to meet everyone soon.

District Council Elections

The District Council Elections were held on Thursday 4 May and is now Liberal Democrat led after 24 years of being Conservative led. The results were that 25 Liberal Democrat Councillors were elected, 5 Conservative Councillors, 4 Selsey Local Alliance Councillors and 2 Green Councillors. The Local Alliance and Greens are joining together to form the Opposition.

We are due to meet for our first Full Council Meeting on Wednesday 17 May when the Cabinet will be announced, along with Committees and Panel Committees.

Police

Clerks are being encouraged by the police to sign up for “Sussex Alerts” which is an email system to keep parishes informed on crimes that are being committed/on the rise in the area, including frauds and scams.

There is also funding available up to £5,000 from the Sussex Community Fund for youth diversion schemes, surveillance and community speedwatch campaigns. This funding closes this Friday (19 May) but reopens again in September.

Midhurst

SDNPA have published a press release with a working timeline of another 7 weeks until the road can safely reopen in Midhurst. The DC, SDPNA and WSCC are all paying 1/3 of costs in order to get on with sorting out the building as the insurance company refused to pay funds urgently. Idea is that they will be repaid from insurance monies in due course.

Meeting your District Counsellors

Ellie will be in the following places if you would like to speak to her:

Saturday 20th May 10-12 Milland play park and café

Friday 9 June 10-12 Fernhurst Hub

Saturday 10th June 10-12 Camelsdale play park and tea room

If those times are inconvenient I am happy to speak on the telephone or have a Zoom call or arrange another time to meet.

Our contact details:

Cllr Ellie Newbery, email enewbery@chichester.gov.uk or telephone 01428 656 941

Cllr Brett Burkhart, email bburkhart@chichester.gov.uk or telephone 07876594168

King's Coronation breakdown of funds

Jubilee Fund Totals

Received From	Amount
S Hewlett	£1,000.00
Knight Frank	£500.00
S Hewlett	£511.00
P Gransbury	£190.00
P Gransbury	£20.00
P Gransbury	£16.00
Total Receipts	£2,237.00

Expenditure	Amount
Tent Hire	£150.00
Ovdernight Security	£35.00
Total Expenditure	£185.00

Final Total Earmarked Funds Jubilee	£2,052.00
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King's Coronation 2023 - Starting Figure £2052

Expenditure	Amount
Band Deposit	£750.00
Decoratrions - Becks	£84.99
Face Paint	£200.00
Wrist Bands - Becks	£72.60
Decorations - Sarah	£67.86
Bunting - Harriet	£29.94
Games - Claire	£68.75
Stage	£750.00
Band Balace	£750.00
Crowns - Lettie	£50.08
Total	£2,824.22

Receipts

Received From	Amount
Knight Frank	£1,500.00
Tickets	£1,533.00
CDC Grant	
Total	£3,033.00

TOTAL FUND 15.05.23	£2,260.78
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