



## Milland Parish Council Minutes – May 2025

### MILLAND PARISH COUNCIL

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**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, 14<sup>th</sup> May 2025 in Milland Memorial Hall**

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**Present:** Mrs. L Myles (LM) (in the Chair), Mr. J Parker (JP) Sir J Wigram (JW), Mrs G Morton (GM), Mr J Wassenberg (JWa) Mr S Hall (SH), Mrs S Hoar (SH), Mr N Oldham (NO), District Councillor Eleanora Newbery (EN)

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**224. Apologies:** Mr A Farley (AF), County Councillor Yvonne Gravely (YG)

**225. Election of Chairman 2025-26**

- Mrs Louise Myles nominated by Mrs S Hoar and seconded by **Mr J Parker. Agreed.**

**226. Chairman's Declaration of Acceptance of Office**

- Signed by Mrs Myles.

**227. Election of Vice-Chairman**

- Mr Johannes Wassenberg was nominated by **Mrs L Myles** and seconded by **Mrs G Morton. Agreed.**

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

- **None**

**229. Appointment of members to serve on committees for 2024-25 - (Chairman ex-officio on all committees)**

(Chairman ex-officio on all committees)

- Finance & General Purposes – Messrs Parker, Farley, Oldham and the Clerk (Chair ex officio)
- Planning – Messrs Parker (Chair), Farley, Wassenberg & Mrs Pilkington (Chair ex officio)
- Environment & Amenities – Mrs Hoar, Mrs Morton, Mr Hall (Chair ex officio)

**230. Appointment of representatives** - The following appointments were made:

Milland Memorial Hall – TBC – Due to some overlap between the PC and Hall's meeting dates, it was agreed that the Clerk would discuss the dates with the hall, to be better able to advise on the impact on the position.

- Borden Village Hall – Gillian Morton
- Milland Bonfire Group – Jeremy Parker
- Milland Tennis Club – Alastair Farley
- Milland Stores – Nigel Oldham
- Hollycombe School – Sue Hoar
- Sports Club – Seb Hall.

**Action: Clerk**

**231. Geographical Areas of Responsibility -**

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- Milland Lane/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 – Johannes Wassenberg
- Cooks Pond Road South/Borden and Randle Wood – Gillian Morton

### 232. Dates and times of ordinary meetings 2025-26 – Meetings start at 6pm

- **2025** - May 14<sup>th</sup>, July 9<sup>th</sup>, September 10<sup>th</sup>, November 12<sup>th</sup>
- **2026** January 14<sup>th</sup>, March 11<sup>th</sup>, April 8<sup>th</sup> **Annual Parish Meeting**, May 13<sup>th</sup> **Annual Statutory Meeting**

### 232. Minutes of the Meeting 12<sup>th</sup> March 2025

Approval **proposed** Mrs G Morton and **seconded** Mrs S Hoar

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

#### Update from District Councillors May 2025

- Chichester District Council Grants Programme
- Economy
- Improving Places and Spaces
- Stronger Communities
- Consultation on Rough Sleeping Strategy
- Local News

#### Updates provided in the Meeting:

- EN drew attention to the increase in funding available via the CDC grants programme. This can be applied for throughout the year.

### 234. Public Participation

None

### 235. Matters arising from the Minutes

- LM updated that she had yet to meet with the Trippets Estate Manager but stated that he does hope to attend the next meeting.
- GM asked that Vehicle Activated Signs (VAS) be considered for the some of the Community Infrastructure Levy (CIL) funds currently held by the Council. This is to be added to the next agenda for full discussion and decision.

**Action: Clerk**

### 236. Other Administration

#### a) Insurance Renewal

- See item 239. f) below – this was wrongly added to the agenda twice.

#### b) Milland Valley Memorial Hall Heads of Agreement Review

- The Clerk updated that she had requested quotes from two/three surveyors to carry out a survey on the car park. Only one company had provided a quote:
  - **Cadmap**
    - Utility GPR Survey £795.00 + vat
    - Statutory Records (Desktop Search) if not supplied £550.00 + vat

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- JP advised that the Desktop Search was not required.

- They had also provided an example survey report and answered queries regarding the minimum size of pipes and survey methods.
- As the intention is to share the costs with the VH, the Clerk has also shared the quote with the Chair and will organise a follow up meeting to discuss.
- It was **AGREED** that if the VH Committee were in agreement that this quote should be accepted and the cost shared equally.

**Action: Clerk**

### c) Milland Tennis Club

- The Clerk confirmed that there had been some confusion regarding the payment of the invoice for the recent works carried out to clean the Courts. She had now communicated with the company directly to explain the financial regulations and the payment following this meeting would be made within 30 days of the invoice being received.
- She also reported that she had attended a meeting with AF and the new MTC Chair to discuss the Agreement held between MTC and MPC. This productive meeting had provided further updates which had been applied to the document. MTC has reached out for a prediction of future works and the associated estimated forecasted costs. As soon as this has been received a new annual Ground Rent figure would be proposed and added to the document, prior to full circulation for approval.

**Action: Clerk**

### d) Street Surgery Invitation for Your Parish

- The Clerk summarised the previously circulated email from Sussex Police Rural Crime Team, announcing a new Street Surgery initiative, aimed at engaging directly with rural communities across the county.
- The intention was to invite Parishes to either:
  - Host a Street Surgery in their parish
  - Join a neighbouring parish's event and help promote it locally to residents.
- She updated that she had received a follow up email stating that due to an overwhelming response they are now rethinking the approach and are still in the process of coordinating a calendar of events which will accommodate as many requests as possible.
- To help them to reach the broadest range of communities, they have now spaced out the Street Surgery locations and prioritised more rural or isolated areas for the early stages of the rollout.
- MPC had not yet been assigned a date / location but this would be advertised as soon as it was received.

**Action: Clerk**

### e) Adding value to the Parish

#### i. Welcome Packs

- The Clerk updated that all booklets had now been distributed. She also confirmed that there had been interest from some residents to purchase a copy.
- It was **AGREED** that JP would carry out a review of the booklet to include information on the Christmas Lights prior to a reprint.
- The Clerk is to obtain costs for various print quantities to determine cost for purchase. She will also consult the shop regarding selling copies at cost.

**Action: Clerk / JP**

#### ii. Milland Meet Up

- The last Meet Up which took place on 10<sup>th</sup> April was again well supported. The next Meet Up will take place Wednesday 11<sup>th</sup> June 10am-11.30am at the Milland Stores coffee shop and this will be advertised via all available means, including a message on the WhatsApp group.

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### 237. Planning

#### a) Planning Applications/Decisions

#### **Planning Applications**

##### **Week 12**

- **SDNP/25/00786/LDE** Existing lawful development certificate for incidental residential use of outbuilding. Park Farm, Rake Road, Milland, West Sussex, GU30 7JT

##### **Week 13 – received via consultation letter**

- **SDNP/24/01695/FUL** Change of use from forestry to Suitable Alternative Natural Greenspace (SANG), and associated minor facilitation works including the erection of fencing, improvements and enhancement of existing paths, creation of additional footpaths, siting of information boards, dog/litter bins, and heathland restoration. Iron Hill, Hollycombe Lane, Fernhurst, West Sussex

##### **Week 17**

- **SDNP/25/01281/HOUS** Ground and 1st floor rear/side extensions. Birchen House, Wheatsheaf Enclosure, Milland, West Sussex, GU30 7EH

#### **Planning Decisions**

##### **Week 10**

**SDNP/25/00035/HOUS** Single storey side extension. Idle Hill, Milland Lane, Milland, West Sussex, GU30 7JN – **APPROVED**

##### **Week 14**

- **SDNP/24/03729/HOUS / SDNP/24/03730/LIS** Proposed swimming pool and associated landscaping. Old Kingsham Farm, Cooks Pond Road, Milland, West Sussex, GU30 7JY – **APPROVED**
- **SDNP/24/05267/HOUS / SDNP/24/05268/LIS** Landscape works including new driveway, pathways, pergola, new gates and removal of partial existing wall. Mill Cottage, Milland Lane, Milland, West Sussex, GU30 7JP – **APPROVED**
- **SDNP/24/05283/HOUS** Single storey rear extension and change use of garage to habitable accommodation and front porch. 9 Drakeley's Field, Milland, West Sussex, GU30 7NH – **APPROVED**

#### **Discussion in the Meeting**

- Discussion regarding some concerns regarding the Hollycombe House development and the creation of an access road from Milland Lane to the property.
- The project team had intended to present at the meeting but this had been postponed. As the next full council meeting does not take place until July, the Clerk will ask the team for a meeting prior to that in order to address the concerns of the Council.

**Action: Clerk**

### 238. Environment & Amenities and Highways matters

#### **a. Traffic Calming**

##### **i. Borden Wood**

- GM updated that the Speed Reduction Traffic Regulation Order (TRO) had now progressed to the Public Consultation Phase.
- The Clerk confirmed that she has a meeting scheduled with the Highway Manager at the end of May to finalise a location for the white gates prior to the final licence being issued.

**Action: Clerk / GM**

##### **ii. Portsmouth Road**

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- There have been no further updates provided and the new speed limit signs are expected to be erected in the coming weeks.

### iii. Wardley Lane

- The Clerk stated that she had been approached by a Wardley Lane resident regarding the potential to reduce the speed of the road. She confirmed that she is working with them and AF to see if this can be progressed. They have carried out an initial consultation to gauge interest and this received unanimous support from the residents affected.

**Action: Clerk / AF**

### iv. Milland Crossroads

- Having been discussed previously this area was once again revisited. The primary issue is the short 30mph stretch prior to the D Restricted area when travelling from the crossroads towards the Portsmouth Road. It was proposed that this 30mph section should be lengthened away from the crossroads to ensure that it is further away from the more built-up area around Cartersland and not visible from the crossroad.
- It was **AGREED** that the Clerk would raise the issue with the Highways Manager at his visit and, if possible, also visit this area.
- The Clerk made the Council aware that she had also heard from a resident further down the Fernhurst Road regarding speeding issues. She had advised that as speed reduction TROs are primarily Community initiatives she would be happy to work with them to submit one.

**Action: Clerk**

## b. **Milland Lane Repairs**

- West Sussex Highways have appointed contractors to carry out further investigation which were completed last week.
- It has been determined that the issue is cumulative:
  - The Spring; they have now identified the culvert
  - The silt washed down by the excessive amount of silt
  - Sub structure of the road is not strong enough
  - The water is entering the sewage system
- Further updates will be provided when received.

## c. **Durrants Pond**

- The executors of Mill Cottage have agreed that any work to the pond can proceed.
- The project continues to be complicated because of the large number of properties involved.
- As this is a large project that will require a lot of coordination SH proposed that a working group be established to help manage and contribute ensuring the works proceed. This was agreed and any further progress would be reported at the next meeting.

## d. **Cartersland Verge Repairs**

- Rob Findlay has provided a quote to carry out basic repairs to stop the problem worsening: £1,546
- As this is a small job but requiring a contractor with ten million pounds liability insurance the quotes from 2024 will be used as comparison:
  - Bulldog Groundworks - £3,480 +VAT
  - Wolstenholme Contractors Ltd - £6,165
- It was **AGREED** to award the contract Rob Findlay.

**Action: Clerk**

## e. **Cartersland Hawthorns**

- The Internal Audit had been carried out in accordance with the Council's needs and planned coverage. The Clerk reported that she had worked closely with the auditors, Mulberry and Co, and the Audit Report had been circulated to all Councillors. The Council passed the Audit Report with the relevant pages of the Annual Governance and Accountability Return (AGAR) completed.
- It was noted that there is soon to be a statutory change making it mandatory for all Councillors to have separate Council email addresses.

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- The general reserve balance at the end of the financial year is £40,447 which is outside the range and the council may wish to consider allocating more earmarked reserves for future projects that are being planned.

### Interim internal audit recommendations

Audit Point	Interim Audit Findings	Council comments
<b>B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS</b>	Whilst the council has made some effort to comply with the website requirements, I recommend that common email addresses are established for all councillors as soon as possible	Councillors have opted not to have common email addresses until such time as it becomes mandatory.
<b>B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS</b>	to consider reviewing the most recent NALC Model Financial Regulations to ensure it is meeting the appropriate statutory requirements.	The council still appears to be using the older version but the Clerk advises that the new Model version will be reviewed at the Annual Meeting of the Council in May 2025.
<b>O. TRUSTEESHIP</b>	The council is the trustee of Milland Recreation Ground (charity number 1073462). At the date of the interim audit, the Charity Commission website shows that the Accounts are overdue by 264 days	I am pleased to note that the accounts have now been submitted for 2023 and 2024.

### Final Internal Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
None		

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

**Action: Clerk**

#### f) Insurance Renewal Approval

- The Clerk updated that the previous policy had now completed the final year of a 3-year Long Term Undertaking (LTU).
- 3 quotes had been requested:
  - Community Action Suffolk - unable to offer a competitive quote this year
  - Clear Councils - £772.83
  - Zurich - £1,365.75
- It was **AGREED** that the contract would be awarded to Clear Councils.

**Post meeting note: The Council is actually in the final year of the LTU hence the variance in quotes.**

**Action: Clerk**

#### g) 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:



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- i. Financial Regulations – Updated in line with the new NALC Template and with adjusted levels of spending prior to requiring full Council approval – **APPROVED**
- ii. Standing Orders – Updated in line with the new NALC Template – **APPROVED**
- iii. Risk Assessment – **APPROVED**
- iv. Risk Management Policy – **APPROVED**
- Updated documents to be posted on website.

**Action: Clerk**

#### **240. Parish Notices**

**None**

**241. Date of next meeting** – 09 July 2025 – 6pm at Milland Memorial Hall

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

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



### **Update from Chichester District Council May 2025 for Fernhurst Ward**

#### **Chichester District Council Grants Programme**

The council was pleased to be able to increase the amount of funding available through the discretionary grants programme for this financial year and agreed three new funding priorities. A pot of £350,000 is available for this year.

The first closing date for applications over £2,000 will be Friday 16 May (there will be three further rounds during the year). Applications must be from organisations delivering projects or services meeting one of the priorities. They are:

#### **Economy** – contact David Hyland 01243 534864

- To support projects that bring forward inward investment.
- To support viable start-up and existing SMEs (small and medium-sized enterprises) to implement 'growth' projects

#### **Improving Places and Spaces**

- Improvements to publicly owned space or built assets that enhance the wellbeing of local residents, or publicly accessible spaces that improve the habitats of the district's wildlife.

#### **Stronger Communities**

- Funding for voluntary and community services delivering projects supporting vulnerable people who have been most impacted by current social and economic pressures. There are quarterly opportunities to apply for more than £2,000 (up to a maximum £25,000). Applications for up to £2,000 can be submitted at any time, through a Fast Track process.

Information on the council's website has now been updated: Chichester District Council grant programme - Chichester District Council. The programme can't fund retrospectively, and applications must be from eligible organisations. Please signpost anyone interested in knowing more about the funding or in applying to the programme to speak with a Funding Adviser. The Adviser will talk them through eligibility, completing the form and likely timescales. There are several Advisers specialising in supporting different types of projects, and potential applicants can just get in touch via the 'Enquiry Form' on the website. The form asks them for an outline of their project, organisation and request – the appropriate Adviser will then respond to them.

#### **Consultation on Rough Sleeping Strategy**

The five-year Housing, Homelessness and Rough Sleeping Strategy sets out how the council will continue to work with partners to prevent people from becoming homeless; create and retain affordable housing for young people and families; address the housing needs of older people; and improve housing standards for all residents in the district.

Supporting people facing homelessness and ensuring that residents of all ages have access to high quality, affordable homes is a top priority for our council. Our housing teams do a tremendous amount of work to support people across the district, and as a council we have a proactive approach to tackling the various issues in this important area. Our council has already agreed to set aside £1m to support the strategy's aims, and we are confident that the actions and projects that have been identified will make a huge difference to residents and their quality of life.



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You can find out more about this at: [www.chichester.gov.uk/article/39766/New-housing-strategy-for-Chichester-District-is-approved](http://www.chichester.gov.uk/article/39766/New-housing-strategy-for-Chichester-District-is-approved) and the new Housing, Homelessness and Rough Sleeping Strategy 2025-2030 can be found at: [www.chichester.gov.uk/housingstrategiesandstudies](http://www.chichester.gov.uk/housingstrategiesandstudies).

### **Local News**

An illegal traveller site has been established at Blind Lane, Lurgashall (what three words repayment.remarks.purses) which I can tell you more about at the meeting.

I am hoping to help organise a “jumble safari” in aid of Fernhurst Primary School on the weekend of 12/13 July. Households who would like to participate will be asked to pay £5 and then be included on a map of the village. Buyers can travel around the village to different stalls. We hope it will be a really fun event.

### **Contacting your District Councillors**

**Brett can be contacted** on email [bburkhart@chichester.gov.uk](mailto:bburkhart@chichester.gov.uk) or telephone 07876594168

**Ellie can be contacted** on email [enewbery@chichester.gov.uk](mailto:enewbery@chichester.gov.uk) or telephone 01428 656 941