

Cannock Wood Parish Council



DRAFT Minutes of the Council Meeting held on Thursday 18th July 2024 commencing at 7.30pm at Cannock Wood and Gentleshaw Village Hall Buds Road Cannock Wood

PRESENT: Councillors: Sue Janes (Chairman), Steve Wroe (Vice-chairman) Pat Ansell, Avril Green, Fiona McMulkin, Paul Thomas.

IN ATTENDANCE: County Cllr. Phil Hewitt, Two residents, Chairman and Treasurer of CW and GVH Committee, Clerk Chris Gracey.

The Chairman Cllr. Sue Janes welcomed Members to this month's council meeting

1. Minute number 287/2024 : Apologies – Cllr. Elizabeth Whiteley submitted apologies for tonight's meeting.

2. Minute number 288/2024 Declarations of interest – None

The Chair reminded members to complete their Register of Interest form if there had been any changes to their circumstances, the clerk will send out the form.

3. Minute number 288/2024 Public participation

Minute number 288/2024/A Members of the public – The two residents present are the Chairman and Treasurer of the Cannock Wood and Gentleshaw village hall committee and were attending to answer any questions raised from their submitted application for grant funding towards the refurbishment of the hall. Members raised several points, which were clarified and both residents left the meeting at 7.50pm. A decision on the grant application will be considered under item 10.

Minute number 288/2024/B County Cllrs. Report. –

Cllr. Phil Hewitt reported on the following:

Investigations on drains at Holly Hill Road continue and consideration is been given to dig a ditch to help with the flooding problem.

Potholes on Cannock Wood Road, Hazel Slade have been repaired.

Work on Buds Road is on the list.

Cllr. Steve Wroe (Vice-chairman) reported a broken lid on the grit bin Slang Lane junction Cumberledge Hill. A second new bin is required on Sycamore Hill, which experiences difficulties in freezing weather.

Hedgehog incident whilst grass cutting was being carried out, should not have happened and several councillors have written to CCDC in respect of this matter.

8.10pm Cllr. Phil Hewitt left the meeting

18th July 2024

Cannock Wood PC Minutes

Chair initials.....

Minute number 288/2024/C District Councillors Report. – None

5. Minute number 289/2024 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 20th June 2024.

Resolved: That the minutes of the meeting held on 20th June 2024 were accepted as a true and accurate record, proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

6. Minute number 290/2024 Matters arising from the minutes of the previous meeting not on the Agenda - None

7. Minute number 291/2024 Highways & Maintenance – As discussed in item 4b.

8. Minutes number 292/2024 To receive reports from Councillors who have attended outside meetings: None

9 Minute number 293/2024 Planning applications for consideration or determined

| Application No. | Location/address | Details of application | CWPC Comments/status |
|-----------------|------------------|------------------------|----------------------|
| None this month | | | |

10. Minute number 294/2024 Finance

a)The following accounts are due to be paid or have been paid:

| Date | Cheque Number | Payee | Purpose | VAT | Amount |
|----------|---------------|------------|-------------------------|-----|----------------|
| 18.07.24 | 001444 | C E Gracey | Clerk's July salary | - | 178.72 |
| 18.07.24 | 001445 | C E Gracey | Clerk's August salary | - | 178.92 |
| 18.07.24 | 001446 | HMRC | Clerk's July PAYE | - | 44.80 |
| 18.07.24 | 001447 | HMRC | Clerk's August PAYE | - | 44.60 |
| 18.07.24 | 001448 | CW and GVH | Hall hire 18/07/24 | - | 24.00 |
| 18.07.24 | 001449 | C E Gracey | One day event insurance | - | 52.64 |
| Total | | | | £ | £523.68 |

Cllr.Pat Ansell proposed, seconded by the Cllr. Avril Green and carried, that the payments be approved **Resolved: that the payments paid/ to be paid are approved.**

b) To approve income received – £280.48 VAT refund 2023-24 proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

c) Financial Statement - 1st April to 30th June 2024

| Bank Reconciliation | | Cash Book Balance | |
|--------------------------|--------------------|--|-------------------|
| Current Account | 37,245.29 | C/fwd(Incs) Election Reserves | 29,151.29 |
| Less Unpresented cheques | 3,690.00 | Receipts | 6,685.98 |
| | | Payments | 2,281.98 |
| Total | £ 33,555.29 | Balance @ 30th June 2024 | £33,555.29 |

Financial statement – The clerk presented the financial statement for 30th June 2024 along with the bank statement at 30th June 2024 proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

d) Review and approve Budget 2024-25 – Members discussed the proposed expenditure previously discussed of a new bench and installation, the purchase of 2 SIDS and installation, Christmas tree lights and any other items required for the tree, all proposed by the Chairman Cllr. Sue Janes seconded by Cllr. Steve Wroe, it was agreed that all costs would be funded by the project amount in the budget. A firm price for the bench installation will be confirmed at the September meeting along with the date for the Christmas tree erection, and switching on event.

e) Consider grant application from Cannock Wood and Gentleshaw Village Hall – First proposal £2,000 by Cllr. Avril Green seconded by Cllr. Pat Ansell. Amendment £4,000 by Cllr. Fiona McMulkin seconded by Cllr. Sue Janes (Chairman). Second amendment £3,000 proposed by Cllr. Paul Thomas seconded by Cllr. Steve Wroe (Vice-chairman). A show hands for the proposals 1 – 2 votes, 2 – 2 votes, 3 – 2 votes, the Chairman used her casting vote for the first amendment therefore a grant of £4,000 was awarded.

f) Consider grant application from Cannock Wood and Gentleshaw Whist Club – deferred

11. Minute number 295/2024 – Parking outside the school – Councillors from Longdon PC agreed to a meeting in August to discuss the problem, it was agreed to invite the Vicar from the church and the Head teacher from the school, a date to confirmed from 7th, 21st or 28th August to suit all parties.

12. Minute number 296/2024 – Anti-social behaviour - None

13. Minutes number 297/2024 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

Email from Highways Manager SCC regarding photographs forwarded for proposed SID locations, the locations will be checked as soon as possible.

Email from Cllr. Hayley Page about the Nr.62 bus service with comments received from the bus company emailed to council 28th June 2024

CCDC consultation on draft licensing policy emailed to council 10th July 2024

SCC road closure notice for forthcoming works emailed to council 10th July 2024

SCC Local Transport Plan meeting opened to parish and town councils details to be confirmed emailed to council 17th July 2024 **Members agreed to use the two**

18th July 2024

Cannock Wood PC Minutes

Chair initials.....

allocated places and Cllrs. Elizabeth Whiteley and Paul Thomas will attend, the time and venue is to be confirmed.

Outgoing Correspondence :

Letter to resident regarding his query on the parish notice board sent on 21st June 2024.

Reminder email to Cllr. Phil Hewitt about the outstanding work on Buds Road sent 21st June 2024.

Email to Longdon PC about reinstating the meetings on the problems associated with inconsiderate parking outside the school sent on 21st June 2024.

Email to Cllr. Andrea Muckley asking for a site meeting on Nunswell with Head of Countryside Services at CCDC sent 21st June 2024.

Photographs showing proposed locations of the SID's under consideration by the council to SCC Highways Manager sent 21st June 2024.

Email to SCC Cllr. Phil Hewitt about the repositioning of the Nr.62 bus service, sent 21st June 2024.

Email to Highways SCC enquiring about section 50 licence and permit to dig sent 17th July 2024.

14. Minute number 298/2024 – Environmental and Biodiversity – Cllr. Steve Wroe

asked if the meeting with CCDC has been arranged by District Cllr. Andrea Muckley, the clerk confirmed that it had not, she will follow up.

15. Minute number 299/2024 – Community Events – Picnic on the field event on August Bank Holiday Monday, Monthly 'drop in' coffee morning:

Cllr. Steve Wroe (Vice-chairman) confirmed that the drop in coffee morning event went well with approximately 40 + attendees. The group have agreed to make the room look more like a tea room, with soft furnishings and the funds raised will initially cover the cost.

Picnic on the field – The one event insurance has been purchased. Cllr. Paul Thomas is arranging a display of classic cars along with the usual events taking place.

Scarecrow Event – Cllr. Steve Wroe (Vice-chairman) reported that it is proposed that the event will take place in the Autumn and a budget of £200 was proposed by Cllr. Steve Wroe (Vice-chairman) seconded by Cllr. Avril Green and carried to cover the costs of prizes etc.

16. Minute Nr.300/2024 – Road safety in the parish – As discussed under item 10d, the proposed locations have been approved by SCC and members discussed the installation of the posts. As soon as the contractor has been appointed and the permit to dig has been applied for the devices will be ordered. Cllr. Fiona McMulkin offered to store the devices prior to installation, for a short period.

17. Minute Nr.301/2024 – Repair to Noticeboard – The noticeboard is now complete and has been reinstated to its original location. Many thanks to Cannock Shed for the free of charge repair and Cllr. Avril Green and Mr John Green for removing the notice board and organising the repair.

18. Minute Nr. 302/2024 – No further comments remove from agenda

19. Minute Nr. 303/2024 – Christmas Tree 2024 – Members agreed to replace the lights and order the tree, similar to last year's in September and arrange date for the switching on event.

20. Minute Nr. 304/2024 – Community/ Engagement/ Consultation/Survey – Action Plan 2024-25 proposed the Cllr. Steve Wroe (Vice-chairman) seconded by Cllr. Avril Green and carried, the clerk will upload the document to website.

21. Minute Nr. 305/2024 – The Local Council Award Scheme – Policies to review and approve:

Training Policy

Disciplinary Policy

Grievance Policy

All policies deferred until the next meeting, Cllr. Steve Wroe(Vice-chairman) commented that the training policy was unsatisfactory in as much as a training plan should be included showing a training plan for newly appointed staff and councillors and on-going training. He also mentioned that a newly appoint councillor should receive a pack of documents ie Financial Regulations, Standing Orders, Risk Assessment and Code of Conduct and newly appointed Cllr. Paul Thomas had not received them. The clerk will forward the document to Cllr. Paul Thomas and check with Cllr. Fiona McMulkin that she did received hers.

22. Minute Nr.306/2024 - AED Maintenance and purchasing other devices for the parish – The location of a new proposed device has been agreed by a resident, the clerk will contact the resident and arrange for an electrician to call and check if the electrics are suitable.

23. Minute Nr.307/2024 - Email addresses for Members and Clerk – It was proposed that the council set up parish councillors email addresses for councillors that would like them, proposed by Cllr. Steve Wroe (Vice-chairman) seconded by Cllr. Sue Janes (Chairman). Councillor Pat Ansell, Avril Green and Paul Thomas declined. The clerk will arrange.

24. Minute number 308/2024 - Items for Discussion & the Agenda for the next meeting

- None

25. Minute number 309/2024 – Date of the next meeting will be Thursday 19th September 2024 at CW and GVH Buds Road Cannock Wood at 7.30pm.

The Chairman closed the meeting at 9.30pm