

Cannock Wood Parish Council



DRAFT Minutes of the Council Meeting held on Thursday 18th September 2025 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, Elizabeth Whiteley, Paul Thomas, MP Josh Newbury, County Cllr. Rhys Mandry, District Cllr. Andrea Muckley.

IN ATTENDANCE: Clerk Chris Gracey, 3 residents the Marshall Family.

The Chairman Cllr. Sue Janes welcomed Members to this month's Council Meeting.

1.Minute number 550/2025: Apologies - none submitted apologies for tonight's meeting.

2.Minute number 551/2025 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 552/2025 Public participation – Claire Marshall

Minute number 552/2025/A Members of the public – Claire Marshall who had already emailed the council regarding a problem with the bus service, commented that her son who has just started senior school has to wait 1 hour for the bus service that runs to Cannock Wood. All members discussed the bus service, the timetable of which has recently been changed making it inconvenient for school timings. County Cllr Rhys Mandry, District Cllr. Andrea Muckley and MP Josh Newbury all exchanged details with the residents and promised to enquire about the service. Cllr. Andrea Muckley advised the resident to get as many other parents on board as possible, also speak to the Safe Guarding Officer and Head Teacher at the school for their input. She reported that she was constantly pursuing the bus services in the rural parishes, but was aware that if they altered a service to the good of the residents they reduce a service in another parish.

The Marshall family left the meeting at 7.50pm

Minute number 553/2025/B County Cllr's. Report. – Cllr. Rhys Mandry reported on the following:

He was still dealing with the parish council's application for a temporary road closure during the Christmas event.

Speeding traffic issues

Cllr. Fiona McMulkin reported, a resident had spoken to her about the potholes at the junction of Hollyhill Road and Gilwell Road, she had previously reported it and it had been sprayed by the contractors but no work had been carried out.

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Devolution – draft proposals are being considered.

Cllr. Rhys Mandry left the meeting at 8.05pm.

Josh Newbury MP commented that he would visiting the parish meeting on regular basis to ensure that his constituents knew that he was available if required.

Minute number 554/2025/C District Cllr's Report. – Cllr. Andrea Muckley reported that she had another meeting to attend and would be leaving as soon as she had presented her report:

Bus service as discussed in public participation.

Cannock Theatre – although Cannock Council have announced that the Trust will not be a viable alternative to save the theatre, the Trust are continuing their fight and they were holding a meeting tonight.

Cllr. Andrea Muckley left the meeting at 8.10pm

4. Minute number 555/2025 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 10th July 2025.

Resolved: That the minutes of the meeting held on 10th July 2025 were accepted as a true and accurate record, proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

5. Minute number 556/2025 matters arising - none.

6. Minute number 557/2025 Highways & Maintenance :

Potholes previously reported, no work carried out.

Dropped kerbs - Members expressed their disappointment with the reply from Highways stating there was no budget to support the work. Members agreed that we should write to County Cllr. Rhys Mandry and ask if he had any budget that we could tap into towards installing dropped kerbs as a matter of safety in the parish and would SCC look at the parish footpaths and compile a plan for the work.

7. Minutes number 558/2025 To receive reports from Councillors who have attended outside meetings:

Cllr. Elizabeth Whiteley reported the speeding traffic on behalf of a resident on Hayfield Hill, the data from the newly installed SID's supported the residents comments and we would like the support of our local PCSO to attain a speed camera van periodically in the area.

8 Minute number 559/2025 Planning applications for consideration or determined

Application No.	Location/address	Details of application	CWPC Comments/status
CH/25/0190	7 Holly Hill Road Cannock Wood	Amendment to existing planning permission to include a revised oak frame porch, bay window, roof detail and cladding finishes.	No objections - Approved 6 th August 2025
CH/25/0231	31 Hayfield Hill Cannock Wood	Non-material amendment of planning permission ref:	No objections – Approved 15 th August 2025

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		CH/25/0113 to amend plans for addition of kitchen rooflight	
CH/25/0181	21 Holly Hill Road Cannock Wood	Proposed single storey extension to garage to form store room for mobility and medical equipment. Erect new entrance gate and fencing	No objections -comments proposed gate would be in keeping with the surrounding area – Approved 22 nd August 2025
CH/25/0273	34 Park Gate Road Cannock Wood	Variation of condition 3 application CH/23/0139 for change to the approved plans	No objections

9. Minute number 560/2025 Finance

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
18.09.25	001526	C E Gracey	September salary £233.60	-	187.00
18.09.25	001527	HMRC	September PAYE	-	46.60
18.09.25	001528	CW +GVH	Hall hire 18/09/25	-	30.00
18.09.25	001529	Netwise UK	2025-26 renewal of domain name + 5 mailboxes	36.00	216.00
18.09.25	001530	Greenhill Nursery	Summer planting	-	234.00
18.09.25	001531	nPower Commercial Gas LTD	Christmas electricity March 2024 – February 2025	1.26	26.55
18.09.25	001532	Elizabeth Whiteley	Photographic competition item and battery for speed watch group	12.06	67.61
Total				£49.32	£807.76

Cllr. Sue Janes (Chairman) 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 – £1323.30 VAT refund for 2024-25 approved.

c) Financial Statement - 1stApril to 31st July 2025

Bank Reconciliation		Cash Book Balance	
Current Account	24,644.62	C/fwd(Incs) Election Reserves	23,989.59
Less Unpresented cheques	310.20	Receipts	6,572.00
		Payments	6,227.17
Total	£24,334.42	Balance @ 31st July 2025	£24,334.42

Financial Statement - 1stApril to 31st August 2025

Bank Reconciliation		Cash Book Balance	
Current Account	25,921.12	C/fwd(Incs) Election Reserves	23,989.59
Less Unpresented cheques	263.40	Receipts	7,895.30
		Payments	6,227.17
Total	£25,657.72	Balance @ 31st August 2025	£25,657.72

Financial statement – The clerk presented the financial statements for 31st July 2025 and 31st August 2025 along with the bank statements at 31st July 2025 and 31st August 2025 proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

d) Approve the National Pay Award 2025-26 for LGA (Clerk's salary spine point 13, 46p increase per hour) from 1st April to 31st March 2026 proposed by Cllr. Sue Janes (Chairman) and seconded by Cllr. Fiona McMulkin and carried.

e) Consider Spring bulbs for planting in the parish – Cllr. Steve Wroe (Vice-chairman) proposed a budget of £60 to purchase bulbs for the triangle, the bench area and the planters, seconded by Cllr. Avril Green and carried.

10. Minute number 561/2025 – School related parking issues – Problems continue with inconsiderate parking in the vicinity of the school and along Buds Road.

11. Minute number 562/2025 – Anti-social behaviour on the playing fields/village hall -
No, further comments

12. Minutes number 563/2025 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

Thank you email from Katherine House Hospice received 22nd July 2025

Response from SCC Highways re: request for dropped kerbs emailed to Council 23rd July 2025

Email from CCDC re: CILS payment and expenditure emailed to council 27th July 2025.

Email from CCDC with details of the Local Government Reorganisation consultation emailed to council 27th July 2025.

Email from SPCA with details of the Local Government Reorganisation consultation survey emailed to council 27th July 2025.

Email from SPCA with leaflet and flyer details from SBC emailed to council 27th July 2025.

Email from SPCA with details of small funding for community groups emailed to council 10th September 2025.

Email from a resident regarding the bus service, acknowledged and emailed to council and district and county councillors 10th September 2025.

Email from a resident regarding noise nuisance from the Park Gate PH emailed to council 15th September 2025. ***Members discussed the noise nuisance from the public house, the clerk will contact the resident and ask her to note the dates of loud music and the Vice-chairman will speak to the landlord.***

Members also discussed the loud music most week-ends from the Windmill PH and members agreed to contact the Licensing Dept at LDC and report the nuisance.

Email from CCDC with details of Cannock Chase improvements emailed to council 15th September 2025.

Email from CCDC with details of an agreed decision on the theatre emailed to council 15th September 2025.

Telephone conversation with Treeway Ltd about the Christmas Tree for 2025, tree ordered, delivery date to be confirmed 18th September 2025.

Outgoing Correspondence :

Email and plan sent to SCC Highways regarding lack of dropped kerbs for pedestrians in the parish on 22nd July 2025.

Email acknowledgement to resident regarding the noise nuisance at the Park Gate PH 15th September 2025.

13. Minute number 564/2025 – Environmental and Biodiversity – Nunswell – Gentleshaw Reservoir – The clerk will follow up SSW and CCDC for the details of the survey at Gentleshaw Reservoir and the proposed survey at Nunswell..

14. Minute number 565/2025 – Community Events – A Emoji Trail is planned for October half term and the Christmas event for the lighting of the Christmas Tree on 28th November.

15. Minute Nr.566/2025 – Road safety in the parish – road closure for Christmas event

Cllr. Elizabeth Whiteley reported that this has been applied for and it is pending for the consultation period to end and any comments considered.

16. Minute Nr.567/2025 – Governance – no comments

17. Minute Nr.568/2025 – AED Maintenance on existing and other devices for the parish – Discussion of the device on Uplands Close and the registration on The Circuit. It was agreed to purchase 2 Serious Bleed Kits for the recently installed devices in the parish. A further First Aid Course is planned for Friday 7th November 2025.

19. Minutes Nr.569/2025 – Website – Cllr. Elizabeth Whiteley is going to set up the new website in the Autumn.

20. Minutes Nr. 570/2025 - Policies to Review and approve:

Standing Orders September 2024

Risk Assessment September 2024

Code of conduct September 2024

Document Retention policy to be adopted September 2025

All policies to be renewed and the Retention policy to be adopted proposed by Cllr. Sue Janes (Chairman) seconded by Cllr. Avril Green and carried.

21. Minute Nr. 571/2025 Planter damaged on Bradwell Lane – It was agreed to replace the planter in a similar design, The Vice-chairman will compile a plan and quotes will be obtained.

22. Minute Nr. 572/2025 - Items for Discussion and the Agenda for the next meeting – Cllr. Avril Green ask for a Cannock Wood sign to be considered, it will be on the next agenda.

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23. Minute number 573/2025 – Date of the next meeting will be Thursday 16th October 2025 council meeting 7.30pm at CW and GVH Buds Road Cannock Wood.

The Chairman closed the meeting at 9.05pm