

Cannock Wood Parish Council



DRAFT Minutes of the Council Meeting held on Thursday 20th June 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, Elizabeth Whiteley, Paul Thomas.

IN ATTENDANCE: Clerk Chris Gracey, 1 resident.

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

1. Minute number 261/2024 : Apologies – County Cllr. Phil Hewitt, District Cllr. Andrea Muckley, submitted apologies for tonight's meeting.

2. Minute number 262/2024 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 263/2024 Public participation –

Minute number 263/2024/A Members of the public – Ann Wallbank reported the following:

The resident reported that another resident had spoke to her the blocked drain on Buds Road which has been waiting on repair for many weeks and is coned off. The clerk will follow it up with County Cllr. Phil Hewitt.

A resident asked her about the notice board which is in the process of being repaired and refurbished, the resident is concerned about the notice board which had been removed without telling him that it was being taken away, and has been missing for many weeks. The notice board is being repaired by Cannock Shed on a voluntary basis and is latter stages of repair. The clerk will write to the resident and explain.

Minute number 263/2024/B County Cllrs. Report. – None

Minute number 263/2024/C District Councillors Report. – In her absence Cllr. Andrea Muckley submitted the following updates:

General election - 4th July at Cannock Wood and Gentleshaw Village Hall. The count will take place over night at Cannock Leisure Centre.

Buds Road – I have been liaising with residents to try and get the county council to complete the works. I will update next month.

Nr.62 bus route – Cllr. Hayley Page has been liaising with Chaserider and the county council to see if we can extend the route around Cannock Wood.

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5. Minute number 264/2024 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 16th May 2024.

Resolved: That the minutes of the meeting held on 16th May 2024 were accepted as a true and accurate record, proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

6. Minute number 265/2024 Matters arising from the minutes of the previous meeting not on the Agenda - None

7. Minute number 266/2024 Highways & Maintenance - Cllr. Steve Wroe (Vice-chairman) reported on the following:

Our handyperson has completed the footpath clearance on Hayfield Hill which took 12 hours. There was also a discussion that he has been unwell recently and we may need to look for an alternative for leaf clearing this year.

CCDC the street cleaner had been round the village and cleared remaining leaves from the most affected roads. The problem was due to long term sickness and slow training for additional staff. In the end CCDC hired a contractor for a month to do their catch-ups.

8. Minutes number 267/2024 To receive reports from Councillors who have attended outside meetings:

Cllr. Pat Ansell attended the Playing Fields Association, they want to promote their loans of up to £10,000 interest free for 12mths.

Cllr. Pat Ansell attended the SPCA meeting.

Cllr. Sue Janes attended CW and GVH meeting, their next project will be the decoration in the main hall and replacing all the internal doors.

9 Minute number 268/2024 Planning applications for consideration or determined

Application No.	Location/address	Details of application	CWPC Comments/status
CH/24/162	National Grid Gentleshaw Radio Chestall Road Cannock Wood	Site security upgrade including the installation of development ancillary to radio equipment housing, geogrid infill and ancillary development. Replacement security fencing	No objections

10. Minute number 269/2024 Finance

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
20.06.24	001437	Beaudesert Sports Field and Recreational Trust	Replacement cheque for 001430	-	3465.00
20.06.24	001438	C E Gracey	Clerk's June salary	-	178.72
20.06.24	001439	HMRC	Clerk's June PAYE	-	44.80
20.06.24	001440	CW and GVH	Hall hire 20/6/24	-	24.00
20.06.24	001441	Black Rose	Internal audit 2023-	17.50	105.00

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		Solutions Ltd	24		
20.06.24	001442	CW and GVH	Hall hire for drop in event June and July	-	60.00
20.06.24	001443	A Anderson	12hrs work at Hayfield Hill.	-	240.00
Total				£17.50	£4117.52

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 – None

c) Financial Statement - 1st April to 31st May 2024 -

Bank Reconciliation		Cash Book Balance	
Current Account	37,552.33	C/fwd(Incs) Election Reserves	29,151.29
Less Unpresented cheques	3,625.00	Receipts	6,405.50
		Payments	1,629.46
Total	£33,927.33	Balance @ 31st May 2024	£33,927.33

Financial statement – The clerk presented the financial statement for 31st May 2024 along with the bank statement at 31st May 2024 proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

d) Review and approve Asset Register – amended for donated AED – proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

e) Review and approve revised by NALC May 2024 Financial Regulations - subject to the agreed amendments, proposed by Cllr.Avril Green seconded by Cllr.Pat Ansell and carried.

f) Approve AGAR 2023-24, annual governance statement, accounting statement and exercise of public rights – proposed by Cllr.Fiona McMulkin seconded by Cllr. Avril Green and carried.

11. Minute number 270/2024 – Parking outside the school – Cllr. Elizabeth Whiteley reported that a resident had suggested the bollards should be installed at the top of Buds Road turning left before the bend. Council discussed the problem and agreed to contact Longdon PC as it is in their parish.

12. Minute number 271/2024 – Anti-social behaviour - .Nothing to report

13. Minutes number 272/2024 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

- Email from Cllr. Elizabeth Whiteley with draft documents emailed to council 17th May 2024

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- Email from Chaserider Bus Company in response to our request to display timetables for the service operated in Cannock Wood emailed to council 25th May 2024
- Email from Cllr. Phil Hewitt forwarded to council 25th May 2024
- 2nd quotation for SID emailed to council 28th May 2024
- 3rd quotation for SID emailed to council 28th May 2024
- Letters retrieved from the CW and GVH letterbox emailed to council 10th June 2024

Outgoing Correspondence :

- Documents from Cllr. Elizabeth Whiteley forwarded to council 17th May 2024
- Response to council about quotes for SID's forwarded 25th May 2024
- Response to council about planning permission for SID's forwarded 25th May 2024
- Email to Staffordshire Police about SID's sent 27th May 2024
- AGAR 2023-24 and associated document emailed to council 28th May 2024
- Acknowledgements to residents regarding Redmoor Meadow sent 13th June 2024

14. Minute number 273/2024 – Environmental and Biodiversity – Cllr. Steve Wroe (Vice-chairman) reported on the following:

Nunswell – A site meeting is to be arranged with CCDC and Cllr. Andrea Muckley and members of the parish council to discuss various issues one of which is a broken gate, the clerk will contact both parties.

15. Minute number 274/2024 – Community Events

Cllr. Elizabeth Whiteley reported on the forthcoming first 'drop in event' on Saturday 22nd June, to which there seems a lot of interest.

16. Minute Nr.275/2024 – Road safety in the parish – Members discussed the details of the three quotes obtained to purchase 2 devices. The clerk will forward the proposed location plans to SCC Highways and ask for permission. For the next meeting hopefully we will have received a response about the locations and members will consider the quotes to make a firm decision on purchase.

17. Minute Nr.276/2024 – Repair to Noticeboard – As discussed in public participation.

18. Minute Nr. 277/2024 – Nr.62 Bus service – no information follow up with Cllr. Phil Hewitt.

19. Minute Nr. 278/2024 – Footpath on Hayfield Hill - work now complete. Cllr. Elizabeth Whiteley reported that trees from Nunswell are over hanging the footpath, another item when we meet with CCDC.

20. Minute Nr. 279/2024 – Greenspace on Pineside Avenue – no further information, remove from agenda.

21. Minute Nr. 280/2024 – Community/ Engagement/ Consultation/Survey – Cllr. Steve Wroe (Vice-chairman) commented on his hand out recently distributed on the purchase of a bench for Sycamore Hill following on from the requests from the community survey. Members agreed to consult with the nearby residents for the next meeting and the vice-chairman would obtain a firm price for the bench and fixing.

22. Minute Nr. 281/2024 – The Local Council Award Scheme – Policies to review and approved:

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Freedom of information

Data Protection

Co-option

Complaints

Model Publication Scheme

All policies proposed by Cllr. Avril Green seconded by Cllr. Elizabeth Whiteley and carried.

23. Minute Nr.282/2024 - AED Maintenance and purchasing other devices for the parish – Members discussed the proposed dates for the training sessions, the Park Gate PH will be contacted and Cllr. Elizabeth Whiteley will contact the St. Johns Ambulance and see if they are more flexible with the dates.

Cllr. Elizabeth Whiteley reported that she had not found any suitable locations for siting another AED, and members discussed various locations.

24. Minute Nr.283/2024 Hirers of the field – rubbish – Cllr Fiona McMulkin reported that the canister had been removed and the committee had spoken with the caravan club.

25. Minute Nr.284/2024 Email addresses for Members and Clerk - Members discussed having specific email addresses for councillors, linked to Cannock Wood parish council. The clerk will get a cost for the next meeting.

26. Minute number 285/2024 - Items for Discussion & the Agenda for the next meeting

Cllr. Elizabeth Whiteley commented on a revised action plan for community survey and handed out copies for discussion at the next meeting.

27. Minute number 286/2024 – Date of the next meeting will be Thursday 18th July 2024 at CW and GVH Buds Road Cannock Wood at 7.30pm.

The Chairman closed the meeting at 9.30pm

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