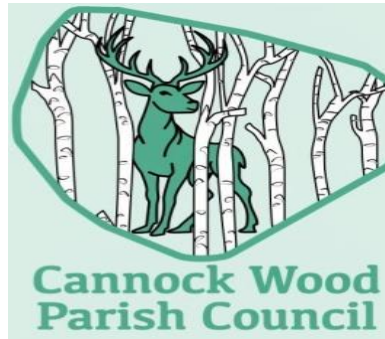


CANNOCK WOOD PARISH COUNCIL



You are hereby summoned to attend the next meeting of the Parish Council to be held at 7.30pm on Thursday 11th June 2026 @ Cannock Wood & Gentleshaw Village Hall Buds Road Cannock Wood.

If members of the public have a question/query or wish to give a report to the Parish Council. Please contact the Clerk by email to parish.council@cannockwood.org with the details, at least 48 hours prior to the scheduled meeting.

COUNCIL MEETING

AGENDA

- 1. Welcome member.**
- 2. Apologies:**
- 3. Declaration of members' Interests**
 - a. Register of Interests: Councillors are reminded of the need to update their Register of Members Interests Forms.
 - b. To declare any Personal and Prejudicial Interest in items on the agenda and their nature. (Councillors with a Prejudicial Interest must leave the room at the relevant items). Where a member indicates they have a prejudicial interest but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) Public Speaking below
- 4. Public Speaking**
 - a. At the start of the meeting a period of not more than fifteen minutes will be made available for members of the public and members and members of the Council to comment on any matter in the agenda.
 - b. If a County Council or District Council Member is in attendance, they will be given the opportunity to raise any relevant matter. Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.
- 5. Minutes -** To approve the minutes from the council meeting held on 21st May 2026
as a true and correct record.
- 6. Matters Arising from the Previous Meeting Not on the Agenda**
To discuss items from the minutes not covered on the Agenda
- 7. Action Plan 2026-27**

8. Highways & Maintenance – potholes – hedgerows

9. To receive reports from Councillor’s who have attended outside meetings.

10.Planning Applications for consideration and ratification

Application No.	Location/address	Details of Application	CWCP comment	Status
CH-26-140	Cairn Doon Buds Road Cannock Wood.	Proposed porch to the front.	22.06.26	
CH-26-171	Oaklands Buds Road Cannock Wood.	Variation of condition Nr.3 (Approved plan) of planning permission CH/25/0157 to allow for addition of a side extension and alterations to design.	22.06.26	

11. Finance

a) Accounts paid and to be paid.

Date	Cheque Number	Payee	Details	Amount	VAT
11.06.26	Online	C E Gracey	Clerks June salary £240.96 gross	192.76	
11.06.26	Online	HMRC	Clerks June PAYE	48.20	
11.06.26	Online	CW and GVH	Hall Hire 11 th June 2026	30.00	
11.06.26	Online	Avril Green	Screws for barrier	10.00	
11.06.26	DD	Hugo Fox	Website host May 2026	23.99	4.00
11.06.26	Online	Greenhill Nursery	Plants + compost for Sycamore Road junction Buds Road	90.00	
11.06.26	Online	Black Rose Solutions Ltd	Internal audit 2025-26	156.00	26.00
11.06.26	Online	E Whiteley	Photo prints	12.98	2.16
Total				£ 1913.93	£32.16

b) To approve the income received – £367.42 refund of payment

c) To approve the financial statement 1st April to 31st May 2026

1st April to 31st May 2026

Bank Reconciliation	Cash Book Balance
Current Account 300083.63	C/fwd(Incs) Election Reserves £25,742.59
	Receipts 7,263.68
	Payments 2,922.64
<u>Total £30,0083.63</u>	<u>Balance @ 31st May 2026 £30,083.63</u>

d) Approve AGAR 2025-26 and associated documents.

e) Consider grant application for Katharine House Hospice.

12. Parking outside the school

13. Anti-social behavior on the playing fields/ CW&GVH Car park

14. Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following: SPCA Councillor Development Course details emailed to council 29th May 2026.

CCDC with photo of parking at Nunswell emailed to council 3rd June 2026.
Response from SSW re: Gentleshaw Reservoir emailed to council 5th June 2026.
Response from CCDC re: Nunswell emailed to council 5th June 2026.

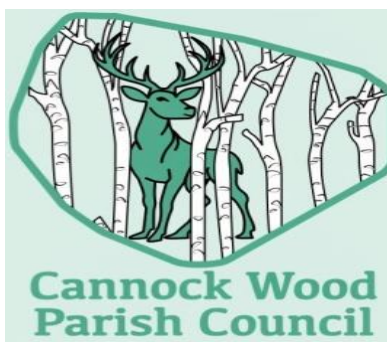
Outgoing Correspondence :

SSW followup on Gentleshaw Reservoir site and footpath 3rd June 2026
CCDC follow up on Nunswell plans for the site 3rd June 2026
CCDC email details for Chair + Clerk and website details 3rd June 2026

- 15. Environmental and Biodiversity – Nunswell Park – Gentleshaw Reservoir**
- 16. Community Events –**
- 17. Road Safety in the Parish – SID data**
- 18. Community survey**
- 19. Planter near car park to Castle Ring needs repair/replacing**
- 20. Policies to review and approve : None to consider**
- 21. Health and Well Being Audit**
- 22. Items for Discussion/Future Agenda items**
- 23. Date of the next Council Meeting Thursday 16th July 2026 @ CW and GVH
Buds Road Cannock Wood @ 7.30pm**

I hope you will be able to attend the meeting

Cllr. Mrs Sue Janes - Chairman
Cannock Wood Parish Council



DRAFT Minutes of the Annual Meeting and Council Meeting held on Thursday 21st May 2026 commencing at 7.30pm at Cannock Wood and Gentleshaw Village Hall Buds Road Cannock Wood.

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

ANNUAL MEETING

1. Apologies – None

2. Chairman's Report 2025-26 – Cllr. Sue Janes (Chairman) read out her annual report:

This year has been a good one for your Parish Council. The Action Plan for the year included several projects we wished to undertake as well as the routine work we undertake every month.

This includes commenting on planning, street cleaning and waste disposal to Cannock Chase Council and reporting potholes, blocked gullies, flooding and any other highways issues to Staffordshire County Council.

Our District and County Councillors regularly attend our monthly meetings and take forward our concerns to the relevant authorities. Our MP has also attended several meetings to keep us informed on Government policy.

Of the projects identified in the Action Plan we have managed to complete several items, others are on- going.

A third Defibrillator has been installed, achieving coverage of most of the village.

Footpaths have been cleared.

The Christmas tree was purchased, installed and the lights switched on by Santa. This event was made much safer and more enjoyable by the road closure of Buds Road for an hour or so.

Environmental concerns were persuade, Several Councillors met with officers from CCC regarding the management of Nunswell Park.

Wild flower seed has been distributed as part of the Bee Squared project and we continue to liaise with South Staffs Water about the management of the reservoir site.

21st May 2026

Cannock Wood PC Minutes

Chair initials.....

A new Parish Forum has been set up for Parish Councils in Staffordshire. We attended the first meeting and intend to retain a presence, especially with local government reforms and proposed new unitary authorities on the horizon. It is important that we try to influence these decisions to achieve the best outcomes for Cannock Wood.

Finally some thanks.

We have an excellent new website - very easy to access with links to Planning as well as all relevant Parish Council documents. Our thanks to Liz Whiteley for all her work on this.

Thanks to the Clerk who goes above and beyond to support us.

Thanks to all the Councillors who have contributed to the work of the council.

Thanks to all the volunteers who help keep everyone informed by producing and distributing the newsletter.

Thanks also to those people who keep us safer by locking and unlocking the Castle Ring car park every day.

Many people give their time to make Cannock Wood a vibrant community and a great place to live. Many activities take place in the Village Hall and on the Playing Field's . It takes an army of volunteers to keep them running. THANK YOU ALL.

- 3. Election of the Chairman 2026-27** – Cllr. Avril Green proposed Cllr. Sue Janes as Chairman for 2026-27, seconded by Cllr. Pat Ansell and carried. Cllr. Sue Janes accepted the role and thanked members for their continuing support.
- 4. Election of the Vice-chairman 2026-27** – The Chairman Cllr. Elizabeth Whiteley proposed Cllr. Steve Wroe as Vice-chairman, seconded by Cllr. Paul Thomas and carried. Cllr. Steve Wroe accepted the role and thanked members for their continuing support.

Council Meeting

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

IN ATTENDANCE: Clerk Chris Gracey, District Cllr. Andrea Muckley.

1. Minute number 702/2026: Apologies – None.

2. Minute number 703/2026 Declarations of interest – The Chairman declared a non-pecuniary interest on item 9g.

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. All councillor's addresses will be removed from the forms.

3. Minute number 704/2026 Public participation

Minute number 704/2026/A Members of the public – None

Minute number 704/2026/B County Cllr's. Report. – None

Minute number 704/2026/C District Cllr's Report. – Cllr. Andrea Muckley is the new Chair of Cannock Chase District Council, congratulations to Andrea. She reported on the following:

21st May 2026
Cannock Wood PC Minutes
Chair initials.....

Countryside Services are making regular visits to check on the bees.

House on Buds Road where building work is on-going, had a working delivery and blocked the entire footpath, children on their way to school needed to walk in the roadway.

Road sweeping in the parish – new operatives are being taken on, so CCDC will be able to fulfil their quota.

4. Minute number 705/2026 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 16th April 2026.

Resolved: That the minutes of the meeting held on 16th April 2026 were accepted as a true and accurate record proposed by Cllr. Pat Ansell seconded by Cllr. Fiona McMulkin and carried.

5. Minute number 706/2026 matters arising - None

6. Minute number 707/2026 Highways & Maintenance – No comments

7. Minutes number 708/2026 Action Plan - compiled by Cllr. Elizabeth Whiteley:

Cllr. Avril Green continues to recruit volunteers for opening/closing barrier at Castle Ring and will also survey the outstanding potholes.

The clerk will get a quote for a pair of dropped kerbs to include a list of the procedure.

Cllr. Sue Janes (Chairman) will take the lead with the school about the environment.

Cllr. Fiona McMulkin will lead the process against dog fouling over the field, and complete CCDC survey.

7. Minutes number 708/2026 To receive reports from Councillors who have attended outside meetings:

Cllr. Sue Janes attended the village hall meeting – the flat roof needs replacing over the snooker room, a replace will cost approximately £45,000 to repair.

Cllrs. Steve Wroe, Paul Thomas and Pat Ansell went to the Beaudesert Trust event.

8. Minute number 709/2026 Planning applications for consideration or determined

Application No.	Location/address	Details of application	CWPC Comments/status
CH/26/0119	60 Hayfield Hill Cannock Wood.	5 th May 2026	Approved 19th May 2026
CH/26/092	7 Holly Hill Road Cannock Wood.	8 th May 2026	Approved 22 nd May 2026

9. Minute number 710/2026 Finance

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

Date	online	Payee	Purpose	VAT	Amount
21.05.26	Online	C E Gracey	April salary £240.96	-	192.76
21.05.26	Online	HMRC	April PAYE	-	48.20
21.05.26	Online	CW +GVH	Hall hire 16/04/26	-	30.00
21.05.26	DD	Hugo Fox	Website hosting April 2026	4.00	23.99
21.05.26	Online	AJG Community	Renewal 2026-27	-	558.05
Total				£ 4.00	£853.00

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 – £6703.50 1st payment precept + £192.76 payment returned.

c) To approve the financial statements to 1st April to 30th April 2026

1st April to 30th April 2026

Bank Reconciliation		Cash Book Balance	
Current Account	31,032.96	C/fwd(Incs) Election Reserves	25,742.59
		Receipts	6,896.26
		Payments	1,605.89
<u>Total</u>	<u>£31,032.96</u>	<u>Balance @ 30th April 2026</u>	<u>£ 31,032.96</u>

Financial statement – The clerk presented the financial statements up to 30th April 2026 along with the bank statement to 30th April 2026 proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

d) Consider grant application for Longdon Cricket Club – Cllr. Sue Janes(Chairman) proposed £200 seconded Cllr. Avril Green and carried.

e) Consider a donation to Staffordshire Search + Rescue – Cllr. Steve Wroe (Vice-chairman) proposed £100 seconded by Cllr. Sue Janes (Chairman) and carried.

f) Consider a donation to CW + GVH – Cllr. Avril Green proposed £500 seconded by Cllr. Pat Ansell and carried.

g) Consider a donation to Beaudesert Toddle + Tumble Cllr. Paul Thomas proposed £300 seconded Cllr. Avril Green and carried.

h) Consider a grant for Welfare Committee – Cllr. Paul Thomas proposed £400 seconded by Cllr. Avril Green, amendment Cllr. Sue Janes (Chairman) proposed £250 seconded by Cllr. Elizabeth Whiteley and carried.

10. Minute number 711/2026 – Parking outside the school – Nothing to report.

11. Minute number 712/2026 – Anti-social behaviour on the playing fields/village hall -

Nothing to report.

12. Minutes number 713/2026 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

Response from Court Bank Farm emailed to council 19th April 2026. – **Contact Highways about signage and using the SID post to install another sign.**

Grant request + current accounts from CW+GVH emailed to council 28th April 2026.

Email from Toddle + Tumble regarding grant application received 9th May 2026 sent to council 13th May 2026.

Grant application form + documents from SS+R emailed to council 13th May 2026.

Email from SPCA re: removing your home addresses from the R of I forms emailed to council 13th Mail 2026.

Outgoing Correspondence :

Email to Parks Dept CCDC about Castle Ring Barrier repair sent 21st April 2026 – **No response the clerk will follow up.**

13. Minute number 714/2026 – Environmental and Biodiversity – Nunswell – No response from Suzanne Wykes SCC. Working groups, volunteers required 2nd May and 23rd May.

Gentleshaw Reservoir – SSW, the clerk will follow up.

14. Minute number 715/2026 – Community Events – Summer Fair in June and Scarecrow event in November.

15. Minute Nr.716/2026 – Road safety in the parish – police – road harms on camera

16. Minute Nr.717/2026 – Policy to review and approve – Data Audit – proposed by the Chairman seconded by Cllr. Avril Green and carried.

17. Minute Nr. 718/2026 – Health + Well Being Audit – deferred until the next meeting.

18. Minute Nr. 719/2026 - Items for Discussion and the Agenda for the next meeting –

19. Minute number 720/2026 – Date of the next meeting will be Thursday 11th June 2026 7.30pm at CW and GVH Buds Road Cannock Wood.

The Chairman closed the meeting at 9.30pm.

RECEIPT AND PAYMENTS

Year to date 1st April to

31st May 2026

	<i>Budget 2026-27</i>	<i>Current year under s137</i>	<i>Current year other powers</i>	<i>Year to date 31st May 2026</i>
RECEIPTS				
Precept	£13,407			£6,703.50
VAT Refund				£560.18
Other Income				£560.18
Total Income	£13,407			£7,263.68
PAYMENTS				
Salaries	£2,920	-	£674.68	£674.68
Other overheads (note 1)	£5,620	-	£842.82	£842.82
Community projects (note 2)	£8,540		£28.56	£28.56
Environment (footpaths, planting) (note 3)	£1,250	-	£39.50	£39.50
Community events (note 4)	£1,500	-	£237.08	£237.08
Grants made under s.137 (note 5)	£1,000		-	£1,100.00
Total Expenditure	£ 20,830.00	-	£1,822.64	£2,922.64
RECEIPTS LESS PAYMENTS	-£7,423	s137	other powers	£4,341.04
RESERVES				
Earmarked funds b/f				£13,500.00
General reserves b/f				£12,242.59
Total Reserves b/f	£25,743			£25,742.59
Increase / (decrease) during year	-£7,423			£4,341.04
Total reserves end of year c/f	£18,320			£30,083.63

s.137 amount per elector	£	11.10
S.137 maximum allowed (assuming 800 electors)	£	8,880.00
s.137 expenditure	£	-
s.137 maximum exceeded?		no

CANNOCK WOOD PARISH COUNCIL
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT

	Budget 2026-27	Current year under s137	Current year other powers	Year to date 31st May 2026
1 Overheads				
Staff Costs	£2,920		£674.68	£674.68
Insurance	£575		-	-
Room hire			£60.00	£60.00
Subscriptions	£375		£734.84	£734.84
Website, emails and domain names			£47.98	£47.98
Internal audit	£500		-	-
Other	£1,250		-	-
	£5,620		£1,517.50	£1,517.50
2 Community projects				
Christmas tree	£1,000		-	-
Speed indicator devices			-	-
Speedwatch signage and battery			-	-
Defibrillators			-	-
Bench and installation			-	-
Temporary road closure signs and cones			-	-
Repair and replacement of planter			-	-
<i>Community projects (unspecified)</i>	£7,000			£28.56
Community projects total	£8,000	-	-	£28.56
3 Environment (footpaths, planting and biodiversity)				
Planters seasonal display			-	-
Bulbs and perennial plants			-	-
Leaf collection and footpath clearance			-	-
Biodiversity initiatives (Bee Squared)			£39.50	£39.50
Licences (planting and brown bin)			-	-
<i>Environment (unspecified)</i>	£1,250			
Environment total	£1,250	-	£39.50	£39.50
4 Community events				
Spring event			-	-
Autumn event			-	-
Photo competition			£237.08	£237.08
<i>Community events (unspecified)</i>	£1,500			
Community events total	£1,500	-	£237.08	£237.08
5 Grants				
Village Hall				£500.00
Playing Field				-
First responders/hospices				-
Midsummer Fair				-
Welfare committee Xmas meal (grant)				-
<i>Other grants (unspecified)</i>	£1,000			£600.00

Other grants total

<u>£1,000</u>	<u>-</u>	<u>-</u>	<u>£1,100.00</u>
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Cannock Wood Parish Council

Accounts for Payment 11th June 2026

The Parish Council are asked to approve the following accounts for payment at their meeting on 11th June 2026:

C E Gracey (Clerk's June salary £240.96)		online	192.76	-	192.76
HMRC(Clerk's June PAYE £48.20)	475/WE20800	online	48.20	-	48.20
CW and GVH (Hall hire 11 th June 2026 Council meeting)		online	30.00	-	30.00
Hugo Fox(Website host May 2026)	JWZ2J9Q	Direct debit	19.99	4.00	23.99 - paid
Welfare committee (Grant for Christmas event)		Online	250.00	-	250.00
Beaudesert Toddle + Tumble (Grant)		Online	300.00	-	300.00 - paid
WMVH (Grant)		Online	500.00	-	500.00 - paid
Longdon Cricket Club (Grant)		Online	200.00	-	200.00 - paid
Staffordshire Search + Rescue Team (Grant)		Online	100.00	-	100.00 - paid
Avril Green (Screws for Castle Ring barrier)		Online	10.00	-	10.00 -
Greenhills Nursery(plant up Sycamore Road junction Buds Road)		Online	90.00	-	90.00
Black Rose Solutions Ltd(Internal audit 2025-26)	211310	Online	130.00	26.00	156.00
Total			£	£30.00	£

Income Received – £ 367.42 payment returned)

Other Issues – None