

Cannock Wood Parish Council



DRAFT Minutes of the Council Meeting held on Thursday 16th January 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, Elizabeth Whiteley, Paul Thomas, County Cllr. Phil Hewitt, District Cllr. Hayley Page, Cllr. Jay Gascoigne (Brereton and Ravenhill Parish Council)

IN ATTENDANCE: Clerk Chris Gracey.

The Chairman Cllr. Sue Janes welcomed Members to this month's council meeting and wished everyone a happy new year.

1. Minute number 387/2025: Apologies Cllrs. Fiona McMulkin and Andrea Muckley submitted apologies for tonight's meeting.

2. Minute number 388/2025 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 389/2025 Public participation

Cllr. Jay Gascoigne from Brereton and Ravenhill PC reported on the problem of speeding traffic on Rugeley Road to Hazel Slade where there have been several road traffic accidents recently, and they are proposing a reduction in speed limit to 40mph.

Cllr. Phil Hewitt commented that it was possible that legislation would prevent a reduction in speed limit, but he would pick it up and obtain some statistics and come back to him as soon as possible

Minute number 389/2025/A Members of the public – None

Minute number 389/2025/B County Cllr's. Report. – Cllr. Phil Hewitt reported on the following:

Beaudesert Trust – he is going to meet with the newly appointed manager.

Hollyhill/Cumberledge verge query to reduce cuts in the middle of the verge but continue to cut the edges, to encourage wild life.

Query on the high fence and the untidy site, this has been checked before and not considered to be a problem.

SCC have set an £18m budget fund to carryout work on Marquis Drive and Chase Water – new play equipment and various other projects.

SCC have opened a history centre in Stafford.

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SCC have set the budget for 2025-6 with a 4 year plan.

Devolution – Government's White Paper – will result in a massive loss of local representation and local views on planning issues.

The clerk will exchange details for Cllrs. Phil Hewitt and Jay Gascoigne.

CHAPS Group which Cllr. Pat Ansell is involved with has received the King's Award.

Minute number 389/2025/C District Cllr's Report. – Cllr. Hayley Page reported on the following:

Cannock Wood litter pick 26th January 2025 10am meet.

Cannock theatre and museum committee has been formed and petitions have been issued, please support.

4. Minute number 390/2025 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 18th December 2024.

Resolved: That the minutes of the meeting held on 18th December 2024 were accepted as a true and accurate record, proposed by Cllr. Paul Thomas seconded by Cllr. Elizabeth Whiteley and carried.

5. Minute number 391/2025 matters arising - None

6. Minute number 391/2025 Highways & Maintenance – Cllr. Steve Wroe (Vice-chairman) has spoken with CCDC to get the road sweeper in the parish, this will be done shortly.

7. Minutes number 392/2025 To receive reports from Councillors who have attended outside meetings:

Cllrs. Sue Janes (Chairman) and Elizabeth Whiteley both attended the Cannock Wood and Gentleshaw Village Hall meeting. The agreement to pass the hosting, repairs and maintenance of the AED situated outside the village hall to the parish council was agreed.

Cllr. Pat Ansell attended the Staffordshire Playing Fields Association meeting, the association is without a secretary at the present time and is struggling with their administration.

8 Minute number 393/2025 Planning applications for consideration or determined

Application No.	Location/address	Details of application	CWPC Comments/status
CH/24/284	7 Holly Hill Road Cannock Wood	Erection of an oak frame porch, bay windows and revised cladding finishes (pursuant of planning permission CH/24/059)	No objections – but the development exceeds the building line and in breach of Cannock Wood NHP policy on extension. Refused 19 th December 2024
CH/24/347	Park Lodge Holly Hill Road Cannock Wood	Erection of porch erection of replacement porch and elevations and alterations.	No objections
CH/25/0009	Woodland Cottage Chestall Park Cannock Wood	Erection of an orangery to the front of the property.	No objections - inline with CW4 NHP a heritage statement should be presented.

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Cllr. Steve Wroe (Vice-chairman) asked the clerk to write to CCDC Development Services regarding the certificate of lawfulness confirmed on 12th December 2024 for CH/24/287 45 Hayfield Hill Cannock Wood application for the proposed lawful development of a replacement garage. We would like to note that permanent development curtilage of the site, is within the green belt.

9. Minute number 394/2025 a) Finance

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
16.01.25	001480	C E Gracey	January salary and backpay 1 st April to 31 st Dec. 2024	-	259.32
16.01.25	001481	HMRC	PAYE January 2025	-	65.00
16.01.25	001482	I Bradwell	Footpath sweeping		54.00
Total					£378.32

Cllr. Elizabeth Whiteley proposed, seconded by the Cllr. Paul Thomas 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 December 2024

Bank Reconciliation		Cash Book Balance	
Current Account	£27,545.00	C/fwd(Incs) Election Reserves	29,151.29
Less Unpresented cheques	587.75	Receipts	13,091.48
		Payments	15,285.72
Total	£26,957.52	Balance @ 31st December 2024	£ 26,957.25

Financial statement – The clerk presented the financial statements for 31st December 2024 along with the bank statement at 31st December 2024 proposed by Cllr. Steve Wroe (Vice-chairman) seconded by Cllr. Elizabeth Whiteley and carried.

d) Budget 2025-26 – Proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

e) Precept 2025-26 – 2.6% rate of inflation at 31st December 2024 was agreed proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

10. Minute number 395/2025 – Parking outside the school – Cllr. Phil Hewitt will arrange for Clear Streets to visit the area during school in/out times.

11. Minute number 396/2025 – Anti-social behaviour - None reported.

12. Minutes number 397/2025 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

Email from website administrator outlining the details for his retirement emailed to council 17th December 2024. **The clerk will contact a local company to arrange a meeting.**

Smart Alert from Staffs Police about a vehicle stolen in CW emailed to council 9th January 2025.

Staffs Police monthly crime statistics emailed to council 9th January 2025.

NALC open letter from Chairman emailed to council 9th January 2025.

SPCA details of webinar on Cloud Computing emailed to council 14th January 2025.

Outgoing Correspondence :

CCDC Planning asking for an extension of information deadline on planning application 4th January 2025.

13. Minute number 398/2025 – Environmental and Biodiversity annual review of the Biodiversity Policy proposed by Cllr, Sue Janes(Chairman) seconded by Cllr. Paul Thomas and carried, this will be uploaded to the website. – **Nunswell** – no comments - **Sweeping the footpaths** – Some of the footpaths have been swept but there are more to complete.

14. Minute number 399/2025 – Community Events – Photographic Competition – Rules and a budget of £250 for expenses and prizes were agreed proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried. Details will be uploaded to the website.

15. Minute Nr.400/2025 – Road safety in the parish – Speed Indicator Devices, posts Members discussed various contractors, Councillors and clerk will contact them for quotations for the two SID posts and the base for the new bench.

16. Minute Nr.401/2025 – Governance –

Annual review of Biodiversity Policy as adopted in item 13 minute number 398/2025

Adopt guide to PC's on information provide under Model Guidance Publication Scheme deferred until the next meeting.

Grant awarding policy proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried, the policy will be amended to remove draft and uploaded to the website.

17. Minute Nr. 402/2025 – Community/ Engagement/ Consultation/Survey - Bench and installation - deferred until the next meeting.

18. Minute Nr.403/2025 – AED Maintenance and purchasing other devices for the parish – It was agreed that the parish council will take over the host, repairs and maintenance of the AED at the village hall. We have 2 residents that will site devices at the boundary of their properties 58 Hayfield Hill and Tuktawa 5 Uplands Close Cannock Wood, the resident at Hayfield Hill wants to use her own electrician to carry out the work to connect the cabinet, the clerk will organise an electrician for Uplands Close. It was agreed that a funding application will be submitted to assist with the purchase if possible.

19. Minutes Nr.404/2025 – Website – A remote meeting will be arranged with local Cosmik Carrot to suit all members.

20.Minute Nr.405/2025 – BKVC 2025 Members had a brief discussion and agreed to defer further discussion until the next meeting.

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21. Minute Nr. 406/2025 – Proposed Planning Committee - deferred until the next meeting

22. Minute Nr. 407/2025 – Christmas Tree 2024 – Cllr. Steve Wroe reported that the tree had been taken down and cut up small to be disposed of, the fence was dismantled and is awaiting being stored in the cricket storage container. New lights maybe required for the fence in 2026, as there are some old ones that could be used for 2025. A large plastic storage box is required for storing the lights in, this was agreed.

23. Minute number 408/2025- Items for Discussion and the Agenda for the next meeting: Spring event.

24. Minute number 409/2025 – Date of the next meeting will be Thursday 20th February 2025 at CW and GVH Buds Road Cannock Wood at 7.30pm.

The Chairman closed the meeting at 9.45pm