

Cannock Wood Parish Council



DRAFT Minutes of the Council Meeting held on Thursday 19th September 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: County Cllr. Phil Hewitt, District Cllr. Andrea Muckley and Clerk Chris Gracey, 1 resident Ann Cartwright.

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

1. Minute number 310/2024 : Apologies – None

2. Minute number 311/2024 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 312/2024 Public participation

Minute number 312/2024/A Members of the public – A resident reported about speeding traffic on Buds Road, and commented on the existing speed indicator device in Gentleshaw and enquired as to whether it was likely that the device may be relocated to Buds Road, Cllr. Elizabeth Whiteley reported that Gentleshaw is within the parish of Longdon and the device is theirs. The resident asked if the council had any plans to purchase an additional device for Buds Road. The resident also mentioned the gateway schemes and asked if there were any proposal to have them in Cannock Wood, County Cllr. Phil Hewitt commented that they were usually fitted on the main roads into villages where the speed drops from 60 to 40/30.. Members discussed the proposed locations of the devices proposed, and discussed the problems of speeding traffic throughout the parish, the work of the volunteer speed watch group which will hopefully deter motorists from speeding.

The resident left the meeting at 7.50pm

Minute number 312/2024/B County Cllrs. Report. –

Cllr. Phil Hewitt reported on the following:

He will write to the police and ask for a speed check on Buds Road, Cllrs. Elizabeth Whiteley and Steve Wroe commented that previous checks on Buds Road were inconclusive, speeding traffic proved to be infrequent. Cllr. Phil Hewitt said he would check the data following any speed check.

Repair complete on manhole on Buds Road.

19th September 2024

Cannock Wood PC Minutes

Chair initials.....

Siting of AED on lamp posts, the clerk will email Lightingforstaffordshire@energy.co.uk and enquire as to the possibility of using their lampposts.

Roads signs in Gentleshaw are covered by overgrown hedges, the clerk will write to Cllr. Richard Cox and ask him to report the signs.

Query about the road closure on 82 Hayfield Hill 8th until 10th October 2024 and the relocating of bus stops, the bus company were consulted on the 11th July, the clerk will write to them and enquire if the stops have been suspended and if they have been relocated.

MIU Unit in Cannock closed, there was a meeting held to discuss this but it was poorly advertised. A consultation is being held which ends on 6th October 2024. Details can be found on the Facebook page of MP Josh Newbury. Currently there are no plans to re-open the MIU.

Management of the grass verge permission, requested by CWPC will be followed up.

8.15pm Cllr. Phil Hewitt left the meeting

Minute number 312/2024/C District Councillors Report. –

Cllr. Andrea Muckley reported on the following:

Bus service Nr. 62 negotiations continue. At the present time the response is that if the bus route through the parish was reinstated service frequency would become 2 hourly instead of 1 hourly, the district councillors will continue to push for route extension without reduction in service levels.

Speeding traffic on rural roads – 2 fatalities, recently. Wheelie bin stickers stating 30mph are available.

29th September action day at Hazel Slade.

Nunswell meeting confirmed at 24th October am, the broken gate has been replaced with a metal gate.

Field Trust Committee – confirm the proposal close the top gap, they have pursued an insert of a dropped kerb at the third entrance but following several meetings have decided not to pursue it further, but will continue to make the all entrances safer.

5. Minute number 313/2024 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 18th July 2024.

Resolved: That the minutes of the meeting held on 18th July 2024 were accepted as a true and accurate record, proposed by Cllr. Avril Green seconded by Cllr. Fiona McMulkin and carried.

6. Minute number 314/2024 Matters arising from the minutes of the previous meeting not on the Agenda - None

7. Minute number 315/2024 Highways & Maintenance – .Potholes continue to be reported although there is some to be repaired at various locations. The overgrown hedge continues to be a problem on Hayfield Hill.

19th September 2024

Cannock Wood PC Minutes

Chair initials.....

8. Minutes number 316/2024 To receive reports from Councillors who have attended outside meetings: Cllr. Sue Janes (Chairman) attended CW and GVH meeting, the refurbishment of the hall continues, with new blinds for the hall and new doors proposed.

9 Minute number 317/2024 Planning applications for consideration or determined

Application No.	Location/address	Details of application	CWPC Comments/status
CH/24/0162	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 – Refused 9 th August 2024
CH/24/209	16 High Meadow Cannock Wood	Application for the proposed lawful development for a loft conversion and rear dormer to existing dwelling house	No objections

10. Minute number 318/2024 Finance

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
19.09.24	001450	CW and GVH	Grant	-	4000.00
19.09.24	001451	C E Gracey	Clerk's September salary	-	178.72
19.09.24	001452	HMRC	Clerk's September PAYE	-	44.80
19.09.24	001453	CW and GVH	Hall hire 19/09/24	-	24.00
19.09.24	001454	C E Gracey	Domain name and 5 email addresses – set up and annual charge	25.97	155.84
19.09.24	001455	CW and GVH	Hall hire for First Aid Course 30 th September 2024	-	41.25
19.09.24	001456	ICO	Renewal 2024-25	-	40.00
19.09.24	001457	SPCA	Planning seminar	6.00	36.00
19.09.24	001458	S Wroe	Christmas tree lights and pole	20.00	764.98
Total				£51.97	£5285.59

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 –

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

Bank Reconciliation

Cash Book Balance

Current Account 29,291.13

C/fwd(Incs) Election Reserves 29,151.29

19th September 2024

Cannock Wood PC Minutes

Chair initials.....

Less Unpresented cheques	259.52	Receipts	6,685.98
		Payments	6,805.66
Total	£29,031.61	Balance @ 31st July 2024	£29,031.61

Financial statement – 1st April to 31st August 2024

Bank Reconciliation		Cash Book Balance	
Current Account	£29,067.61	C/fwd(Incs) Election Reserves	29,151.29
Less Unpresented cheques	36.00	Receipts	6,685.98
		Payments	6,605.66
Total	£ 29,031.61	Balance @ 31st August 2024	£29,031.61

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

d) AGAR 22023-24 complete audit. – no comments, documents published on the website, proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

11. Minute number 319/2024 – Parking outside the school – District Cllr. Andrea Muckley commented that the cardboard cartoon type characters may deter inconsiderate parking on the corner of Buds Road, Members discussed the problems, the clerk will report to LPC.

12. Minute number 320/2024 – Anti-social behaviour - None

Cllr. Avril Green reported that more volunteers are required to operate the Castle Ring barrier, as their numbers have reduced.

13. Minutes number 321/2024 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

Various emails from First Responders Area Co-ordinator about the code for the AED at the village Hall emailed to council 24th – 26th July 2024.

SPCA – Rural Speed Limits emailed to council 12th September 2024.

SPCA NALC Community Safety Survey emailed to council 12th September 2024.

CW and GVH Committee letter of thanks for awarded grant emailed to council 12th September 2024.

SCC Road traffic notice for Hayfield Hill emailed to council 12th September 2024

First Responders confirmation of First Aid Training emailed to council 12th September 2024.

SPCA Information on the 'Warmer Homes Schemes' emailed to council 12th September 2024. ***Cllr. Elizabeth Whiteley has compiled a flyer to be delivered with the monthly newsletter'***

CCDC requesting information on Remembrance Sunday emailed to council 12th September 2024.

CCDC consultation on Public Spaces Protection Order emailed to council 12th September 2024.

SPCA Training Programme for Autumn 2024 emailed to council 12th September 2024.

BKVC event invitation for results emailed to council 12th September 2024

SPCA funding information through STW's NeighbourGood Scheme emailed to council 12th September 2024.

SPCA details of Parkinson's training courses emailed to council 12th September 2024

SPCA NALC Legal Bulletin emailed to council 12th September 2024

Email from resident regarding Pineside Avenue trees in need of maintenance emailed to council 17th September 2024 ***The clerk will follow up with CCDC.***

Outgoing Correspondence :

First Responders re the problem with the AED outside the village hall noted on the 18th July 2024.

Various emails to CW and GVH committee and managing staff re: the code for the AED. 22nd July 2024.

Email to CCDC about the maintenance on Pineside Avenue 17th September 2024

Response to resident about the maintenance on Pineside Avenue 17th September 2024.

14. Minute number 322/2024 – Environmental and Biodiversity – A meeting with CCDC and councillors has been arranged for Thursday 24th October 2024 AM.

15. Minute number 323/2024 – Community Events – Picnic on the field event on August Bank Holiday Monday, was well received with many families attending.

Monthly 'drop in' coffee morning: Cllr. Elizabeth Whiteley reported that there have been 3 events and they were well attended with 40 -50 people, to date they have taken £193 from the sale of drinks and bakery items, of which they have spent £40 on mugs, attendees and organisers have brought cutlery and various items to enhance the hall and provided donated bakery items.

Scarecrow Event – Cllr. Steve Wroe (Vice-chairman) reported that the event will be on the last week-end in September and so far there are 18 entrants.

16. Minute Nr.324/2024 – Road safety in the parish – The clerk will obtain quotes for the installation of the posts, and order 2 devices at the best price available.

17. Minute Nr.325/2024 – Christmas Tree 2024 – The date for the switching on event will be Friday 29th November 2024, the delivery will be 15th November after the school run. New lights have been purchased and a pole to put the lights on the tree has been purchased to save the annual expense of hiring a cherry picker and driver. Following the installation of the tree and lights the electrical connection will be checked by an electrician.

19th September 2024

Cannock Wood PC Minutes

Chair initials.....

18. Minutes Nr.326/2024 – The Good Councillors Guide – Cllr. Elizabeth Whiteley handed out a document on points of consideration but due to time constraints the item was deferred until the next meeting.

Extension of 15 minute required agreed.

19. Minute Nr. 327/2024 – Community/ Engagement/ Consultation/Survey – No further comments at this time.

20. Minute Nr. 328/2024 – The Local Council Award Scheme – Policies to review and approve:

Training Policy

Disciplinary Policy

Grievance Policy

Standing Orders

Code of Conduct

Risk Assessment

All documents approved, proposed by Cllr. Steve Wroe (Vice-chairman) seconded by Cllr. Sue Janes (Chairman), and carried. The clerk will upload and replace on the website.

21. Minute Nr.329/2024 - AED Maintenance and purchasing other devices for the parish – Members discussed the lack of sites for putting further devices, and will ask the energy supplier for the area if we can use their lampposts.

22. Minute Nr.330/2024 - Email addresses for Members and Clerk – Information to remain as present.

23. Minute Nr.331/2024 – Website –The clerk reported that the Website Administrator was retiring at the end of January 2026. Members discussed other parish website, the clerk will get some information and costs for the next meeting.

24. Minute number 332/2024 - Items for Discussion & the Agenda for the next meeting

- None

25. Minute number 333/2024 – Date of the next meeting will be Thursday 17th October 2024 at CW and GVH Buds Road Cannock Wood at 7.30pm.

The Chairman closed the meeting at 9.45pm