

You are hereby summoned to attend the next meeting of the Parish Council to be held at 7.30pm on Thursday 19th February 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

Welcome members.

1. Apologies:

2. 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

3. 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.

4. Minutes - To approve the minutes from the council meeting held on 15th January

2026 as a true and correct record.

5. Matters Arising from the Previous Meeting Not on the Agenda

To discuss items from the minutes not covered on the Agenda

6. Highways & Maintenance – potholes – hedgerows

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

8.Planning Applications for consideration and ratification

Application No.	Location/address	Details of Application	CWCP comment	Status
None this month				

9. Finance

a) Accounts paid and to be paid.

Date	Online	Payee	Details	Amount	VAT
19.02.26	Online	C E Gracey	February salary £240.96	192.76	-
19.02.26	Online	HMRC	February paye	48.20	-
19.02.26	Online	CW+GVH	Hall hire 19/02/26	30.00	-
19.02.26	Direct debit	Hugo Fox	Website hosting Jan 2026	23.99	4.00
19.02.26	Online	London Heart	Defib and cabinet	1410.60	235.10
Total				£1705.55	£239.10

b) To approve the income received – None

c) To approve the financial statements 1st April to 31st January 2026

1st April to 31st January 2026

Bank Reconciliation	Cash Book Balance	
Current Account 27,122.03	C/fwd(Incs) Election Reserves	23,989.59
	Receipts	14,467.30
Less unpay cheques	Payments	11,334.86
<u>Total £27,122.03</u>	<u>Balance @ 31st January 2026</u>	<u>£27,122.03</u>

10. School related parking issues

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

12. Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following: Various Smart Alert emails emailed to council from 16th January to 18th February 2026.

A resident complained about dog poo outside her property on the grass verge, they cleaned it up and have put stones on the verge to try and prevent it happening, this has occurred twice recently.

Outgoing Correspondence :

Email to Suzanne Wykes CCDC re Nunswell meeting 22nd January 2026

13. Environmental and Biodiversity – Nunswell Park – Gentleshaw Reservoir

14. Community Events

Photographic competition

15. Road Safety in the Parish –

16. Governance

17. AED –

18. Website

19. Review + approve policies

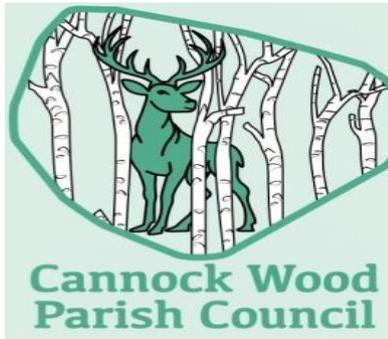
IT Policy

20. Items for Discussion/Future Agenda items

**21. Date of the next Council Meeting Thursday 19th March 2026 @ CW + 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 Council Meeting held on Thursday 15th January 2026 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, County Cllr. Rhys Mandry

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

1. Minute number 618/2026: Apologies Cllrs. Andrea Muckley submitted apologies for tonight's meeting.

2. Minute number 619/2025 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 620/2025 Public participation

Minute number 620/2025/A Members of the public – None

Minute number 620/2025/B County Cllr's. Report. –

Cllr. Rhys Mandry reported on the following:

Results of speed check on Severns Road.

Industrial Estate sign needs attention but the sign belongs to the Landowner, therefore SCC can't do anything about it, Rhys will try and get details of the landowner and contact.

Grit Bins are empty and will not be filled again this winter, Rhys is going to do a check on the bins in the Spring and ensure that they are in the correct locations and are listed for filling before Winter 2026-27.

Cllr. Elizabeth Whiteley commented on the speed data from the SIDs on Hayfield Hill, she will forward all the data to Rhys for consideration.

Minute number 620/2025/C District Cllr's Report. – None

4. Minute number 621/2025 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 20th November 2025.

15th January 2026

Cannock Wood PC Minutes

Chair initials.....

Resolved: That the minutes of the meeting held on 20th November 2025 were accepted as a true and accurate record subject to amendment of the removal of the second paragraph on page 2. The clerk will amend accordingly and re-post on the website, proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

5. Minute number 622/2025 matters arising - As above the minutes of the 20th November 2025 need amending by removing the second paragraph page 2.

6. Minute number 623/2025 Highways & Maintenance –

Culvert running opposite the Redmoor PH on Hayfield Hill, causing hazardous conditions on the road for pedestrians and vehicles as in the cold weather is frozen. The clerk will report to SCC.

Road closure on Park Gate Road for work.

Footpath sweeping will be carried out as soon as the weather improves.

7. Minutes number 624/2025 To receive reports from Councillors who have attended outside meetings:

Cllr. Avril Green attended a remote meeting of 20's Plenty in Staffordshire, and reported that there is a fund of £2m to assist funding the scheme.

8. Minute number 625/2025 Planning applications for consideration or determined

Application No.	Location/address	Details of application	CWPC Comments/status
CH/25/0351	28 Hayfield Hill Cannock Wood.	Demolition of existing double garage and erection of two storey side extension, replacement porch and orangery to rear to replace existing single storey extension.	No objections
CH/25/0358	Oaklands Buds Road Cannock Wood.	Variation of condition nr. 3(approved plans) of planning permission CH/25/0157 to increase the size of the proposed extension and alterations to fenestration and external finishes.	No objections – concerns previously submitted, re: deliveries to the site near to the school and to avoid from 8.30am and 1445pm whilst the children are arriving/leaving the school and the area is busy with traffic and pedestrians.

9. Minute number 626/2025 Finance

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

Date	online	Payee	Purpose	VAT	Amount
15.01.26		C E Gracey	January salary £240.96	-	192.76
15.01.26		HMRC	January PAYE	-	48.20
15.01.26		CW +GVH	Hall hire 15/01/26	-	30.00
15.01.26		S Wroe	Cable for Christmas Tree £14.48 Green bin licence £40 2026	2.41	54.48
15.01.26	DD	Hugo Fox	Website hosting December 2025	4.00	23.99
Total				£6.41	£349.43

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) To approve the financial statements to 1st April to 31st December 2025

1stApril to 30th November 2025

Bank Reconciliation		Cash Book Balance	
Current Account	31,141.84	C/fwd(Incs) Election Reserves	23,989.59
		Receipts	14,467.30
Less unq cheques	87.00	Payments	7,402.05
<u>Total</u>	<u>£31,054.84</u>	<u>Balance @ 30th November</u>	<u>£ 31,054.84</u>

1stApril to 31st December 2025

Bank Reconciliation		Cash Book Balance	
Current Account	28944.06	C/fwd(Incs) Election Reserves	23,989.59
Less unq.cheques	62.00	Receipts	14,467.30
		Payments	7,402.05
<u>Total</u>	<u>£28,882.06</u>	<u>Balance @ 31st December 2025</u>	<u>£28,882.06</u>

Financial statement – The clerk presented the financial statements up to 31st December 2025 along with the bank statements to 31st December 2025 proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

d) Precept 2026-27 Members discussed the figures, Cllr. Avril Green proposed 3.2%, seconded by Cllr. Pat Ansell, Amendment Cllr. Steve Wroe (Vice-chairman) proposed 2%

seconded by Cllr. Elizabeth Whiteley, vote 5 for 2 abstained therefore the amendment is carried at 2%.

e) Review the clerk's salary – no comments.

10. Minute number 627/2025 – Parking outside the school – Members discussed using the field as an overflow car park, Cllr. Fiona McMulkin commented that it was okay as long as if it is opened it gets closed and locked.

11. Minute number 627/2025 – Anti-social behaviour on the playing fields/village hall - nothing to report. There were electric bikes on Castle Ring.

12. Minutes number 628/2025 – Correspondence – Items of correspondence re

ceived during the month are emailed to Councillors, as received and for this month included the following:

Smart alert with details of a vehicle theft from Park Gate PH car park emailed to council 24th November 2025.

Email from Community Impact Team re: voluntary jobs in the parish emailed to council 3rd December 2025.

Crime statistics for November emailed to council 23rd December 2025.

Email from Highways SCC in response to the report on dropped kerbs emailed to council 23rd December 2025.

Feedback on the road closure for the Christmas Event emailed to council 23rd December 2025.

Annual report from SPCA emailed to council 23rd December 2025.

Email from Greenhill Nursery with an update on the replacement planter emailed to council on the 8th January 2026.

Email from NALC with an open letter from the new Chair emailed to council 8th January 2026.

Various smart alerts during the month emailed to council.

Email from CCDC with details of Holocaust Memorial Service emails to council.

Outgoing Correspondence :

Email to CCDC about the mowing of verges where bulbs have been planted 23rd November 2025.

Report to Highways SCC, District Cllr. CCDC re dropped kerbs in CW 3rd December 2025.

13. Minute number 629/2025 – Environmental and Biodiversity – Nunswell – Gentleshaw Reservoir –

Environment – No response from CCDC with regards to the suspension of mowing during the bulb season in certain areas within the parish, the clerk will follow up.

15th January 2026

Cannock Wood PC Minutes

Chair initials.....

Nunswell – The clerk has contacted Suzanne Wykes CCDC regarding a site meeting with council to discuss the Maintenance Plan 2026-2034.

Gentleshaw Reservoir – No response from South Staffs Water, the clerk will follow up and check if they have appointed their Environmental Officer.

14. Minute number 630/2026 – Community Events –

Photographic Competition – Cllr. Elizabeth Whiteley reported that the first entries have been submitted.

15. Minute Nr.631/2026 – Road safety in the parish – Cllr. Elizabeth Whiteley presented the SID data for the last 3 months. Two statistics were not included in the summary:

- 1.Highest speed on Hayfield Hill was 87mph between 9.30pm and 10pm on 8th December
- 2.The highest speeds on Hayfield Hill (in the 30mph zone) were above 70mph in 33% of all half hour time slots.

16. Minute Nr.632/2026 – Governance – no comments

17. Minute Nr. 633/2026 – AED Additional device as agreed, would be better at Sycamore Hill, the clerk will contact the electrician to contact Cllr. Steve Wroe(Vice-chairman) about a supply for the proposed AED.

18. Minutes Nr.634/2026 – Website + Email Addresses – The site will go live soon, the clerk will contact the present administrator and arrange a date for closing down the old site.

The clerk commented on the email addresses, all members and the clerk now have .gov.uk address which needs to be put onto their devices, as soon as this has been implemented all emails will be sent to these addresses and personal emails will ceased to be used for council business.

19. Minutes Nr. 635/2026 – Draft IT Policy to Review and approve – deferred for consideration.

Biodiversity Strategy review – proposed by Cllr. Elizabeth Whiteley seconded by Cllr. Steve Wroe (Vice-chairman) and carried.

Grant policy review – no changes agreed.

20.Minute Nr. 636/2026 Planter damaged on Bradwell Lane – The site has been cleared and the old compost saved to be used in the new planter.

21.Minute Nr. 637/2025 - Items for Discussion and the Agenda for the next meeting – None.

22. Minute number 638/2025 – Date of the next meeting will be Thursday 19th February 2026 7.30pm at CW and GVH Buds Road Cannock Wood.

The Chairman closed the meeting at 9.30pm.

Cannock Wood Parish Council

Accounts for Payment 19th February 2026

The Parish Council are asked to approve the following accounts for payment at their meeting on 19th February 2026:

C E Gracey (Clerk's February salary £240.96)		online	192.76	-	192.76
HMRC(Clerk's February PAYE £48.20)	475/WE20800	online	48.20	-	48.20
CW and GVH (Hall hire 19 th February Council meeting)		online	30.00	-	30.00
Hugo Fox(Website host January 2026)	JWZ2J9Q	Direct debit	19.99	4.00	23.99 - paid
London Hearts (Defib, cabinet, serious bleed kit)	34204	online	1175.50	235.10	1410.60 - paid
Total			£1466.45	£239.10	£1705.55

Income Received – none

Other Issues – None

Date	Payee	Cheque	Amount	S137 grants	Insurance	Salary	Room hire
17.04.25	C E Gracey(bench)	001497	£ 440.10				
17.04.25	C E Gracey (April salary)	001498	£ 187.00			£ 187.00	
17.04.25	HMRC	001499	£ 46.60			£ 46.60	
17.04.25	CW and GVH	001500	£ 30.00				£ 30.00
17.04.25	CW and GVH	001501	£ 45.00				£ 45.00
17.04.25	CW and GVH	001502	£ 37.50				£ 37.50
17.04.25	C E Gracey(Photo winners)	001503	£ 60.00				
17.04.25	Advanced Electrical	001504	£ 270.00				
17.04.25	Johnserv Ltd	001505	£ 463.20				
17.04.25	SPCA (2025-26 subs)	001506	£ 309.22				
15.05.25	C E Gracey May salary)	001507	£ 186.80			£ 186.80	
15.05.25	HMRC(clerk's paye)	001508	£ 46.80			£ 46.80	
15.05.25	CW and GVH	001509	£ 30.00				£ 30.00
15.05.25	A J Gallagher(Ins ren)	001510	£ 558.05		£ 558.05		
15.05.25	Black Rose Solutions Ltd inte	001511	£ 126.00				
19.06.25	Cancel	001505	-£ 463.20				
19.06.25	CW+G Welfare Committee	001512	£ 500.00	£ 500.00			
19.06.25	C E Gracey(June salary)	001513	£ 187.00			£ 187.00	
19.06.25	HMRC(clerk's paye)	001514	£ 46.60			£ 46.60	
19.06.25	CW +GVH (Hall hire)	001515	£ 30.00				£ 30.00
19.06.25	Greenhills Nursery (Plants + planting)	001516	£ 200.00				
19.06.25	S Wroe(Bench fix, S.Event,plants)	001517	£ 1,862.50				
19.06.25	Johnserv Ltd(AED Eect)	001518	£ 400.80				
10.07.25	Katherine House Hospice	001519	£ 100.00	£ 100.00			
10.07.25	C E Gracey(July Salary)	001520	£ 187.00			£ 187.00	
10.07.25	HMRC(clerk's paye)	001521	£ 46.60			£ 46.60	
10.07.25	CW+GVH(hall hire)	001522	£ 30.00				£ 30.00

10.07.25	P Ansell (Flowers for sick Cllr)	001523	£	30.00				
10.07.25	C E Gracey(Aug salary)	001524	£	186.80			£	186.80
10.07.25	HMRC (Clerk's paye)	001525	£	46.80			£	46.80
18.09.25	C E Gracey (Sept salary)	001526	£	187.00			£	187.00
18.09.25	HMRC (Clerk's paye)	001527	£	46.60			£	46.60
18.09.25	CW +GVH (Hall hire)	001528	£	30.00				£ 30.00
18.09.25	Netwise(ren of domain name +mb)	001529	£	216.00				
18.09.25	Greenhill Nursery(plants)	001530	£	234.00				
18.09.25	Npower(Christmas tree el)	001531	£	26.55				
18.09.25	E Whiteley(Battery + photo)	001532	£	67.61				
18.09.25	ICO (Renewal 2025-26)	001533	£	52.00				
16.10.25	C E Gracey(Oct salary + backpay)	001534	£	228.12			£	228.12
16.10.25	HMRC(clerk's paye)	001535	£	57.00			£	57.00
16.10.25	CW+GVH(hall hire)	001536	£	30.00				30.00
20.11.25	C E Gracey (Nov salary)	001537	£	192.76			£	192.76
20.11.25	HMRC (Clerk's Nov paye)	001538	£	48.20			£	48.20
20.11.25	C E Gracey(Dec salary)	001539	£	192.76			£	192.76
20.11.25	HMRC (Clerk's Dec paye)	001540	£	48.20			£	48.20
20.11.25	CW +GVH (Hall hire)	001541	£	30.00				30.00
20.11.25	E Whiteley (Rd closure items)	001542	£	370.93				
20.11.25	S Wroe(Bulbs for planting)	001543	£	62.50				
20.11.25	C E Gracey(2xSBK)	001544	£	228.00				
20.11.25	C E Gracey(3 x email accounts)	001545	£	63.44				
20.11.25	Burntwood +CCC 1st Resp	001546	£	62.00				
20.11.25	S Wroe(Disp of christmas tree)	001547	£	50.00				
20.11.25	Greenhill Nursery(plants)	001548	£	200.00				
20.11.25	Treeway Ltd(Christmas tree)	001549	£	600.00				
09.12.25	Hugo Fox(Website hosting)	Direct debit	£	23.99				
09.01.26	Hugo Fox (Website hosting)	Direct debit	£	23.99				
22.01.26	CW +GVH (Hall hire)	online	£	30.00				£ 30.00
27.01.26	London Heart(Defib + cabinet)	online	£	1,410.60				
28.01.26	HMRC(Clerk's PAYE January)	online	£	48.20			£	48.20
28.01.26	C E Gracey(Clerk's Jan salary)	online	£	192.76			£	192.76

Cash Book Reconciliation		
B/FWD		£ 23,989.59
	Plus Income	£ 14,467.30
	Total	£ 38,456.89
	Less Expenditure	£ 11,334.86
		£ 27,122.03

Bank Reconciliation		
Current Account		£ 27,122.03
	Less Unpresented cheques	
Total		£ 27,122.03

Environment				Community events			Net for anything not in salaries or grants columns		
Bulbs and plants (councillors)	Footpath clearance	Biodiversity initiatives (e.g. Bee Squared)	Other environmental costs	Spring and autumn events	Photo competition	Other community events	Vat	Total	
							£ 358.60	£ 81.50	£ 440.10
									£ 187.00
									£ 46.60
							£ 30.00		£ 30.00
							£ 45.00		£ 45.00
							£ 37.50		£ 37.50
					£60.00		£ 60.00		£ 60.00
							£ 225.00	£ 45.00	£ 270.00
							£ 386.00	£ 77.20	£ 463.20
							£ 309.22		£ 309.22
									£ 186.80
									£ 46.80
							£ 30.00		£ 30.00
							£ 558.05		£ 558.05
							£ 105.00	£ 21.00	£ 126.00
							-£ 386.00	-£ 77.20	-£ 463.20
									£ 500.00
									£ 187.00
									£ 46.60
							£ 30.00		£ 30.00
							£ 200.00		£ 200.00
£20.00				£42.50			£ 1,562.50	£ 300.00	£ 1,862.50
							£ 334.00	£ 66.80	£ 400.80
									£ 100.00
									£ 187.00
									£ 46.60
							£ 30.00		£ 30.00

Payment Cleared

23.04.25
23.04.25
28.04.25
06.05.25
06.05.25
06.05.25
23.04.25
28.04.25
cancelled
21.05.25
28.05.25
02.06.25
18.07.25
04.06.25
30.05.25
cancelled
09.07.25
30.06.25
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28.01.26
28.01.26

CANNOCK WOOD PARISH COUNCIL
RECEIPT AND PAYMENTS

Year to date 1st April 2025 to

1/31/2026

	<i>Budget 2025-2026</i>	<i>Current year under s137</i>	<i>Current year other powers</i>	<i>Year to date 1/31/2026</i>
RECEIPTS				
Precept	£12,811			£13,144.00
VAT Refund				£1,323.30
Other Income				-
Total Income	£12,811			£14,467.30
PAYMENTS				
Salaries	£2,767	-	£2,409.60	£2,409.60
Other overheads (note 1)	£1,415	-	£1,765.19	£1,765.19
Community projects (note 2)	£6,000	£2,380.35	£3,307.35	£5,687.70
Environment (footpaths, planting) (note 3)	£1,250	-	£716.50	£716.50
Community events (note 4)	£1,250	-	£155.87	£155.87
Grants made under s.137 (note 5)	£2,000	£600.00	-	£600.00
Total Expenditure	£ 14,681.73	£2,980.35	£8,354.51	£11,334.86
RECEIPTS LESS PAYMENTS	-£1,871	s137	other powers	£3,132.44
RESERVES				
Earmarked funds b/f				£11,000.00
General reserves b/f				£12,989.59
Total Reserves b/f	£23,990			£23,989.59
Increase / (decrease) during year	-£1,871			£3,132.44
Total reserves end of year c/f	£22,119			£27,122.03

s.137 amount per elector
S.137 maximum allowed (assuming
800 electors)
s.137 expenditure

£ 11.10
£ 8,880.00
£ 2,980

s.137 maximum exceeded?

no

CANNOCK WOOD PARISH COUNCIL
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT

	Budget 2025-2026	Current year under s137	Current year other powers	Year to date 1/31/2026
1 Overheads				
Staff Costs	£2,767		£2,409.60	£2,409.60
Insurance	£575		£558.05	£558.05
Room hire			£322.50	£322.50
Subscriptions	£340		£401.22	£401.22
Website, emails and domain names			£327.42	£327.42
Internal audit	£500		-	-
Other			£156.00	£156.00
	£4,182		£4,174.79	£4,174.79
2 Community projects				
Christmas tree	£1,000		£691.03	£691.03
Speed indicator devices			-	-
Speedwatch signage and battery			£14.24	£14.24
Defibrillators		£2,380.35		£2,380.35
Bench and installation			£2,240.10	£2,240.10
Temporary road closure signs and cones			£361.98	£361.98
Repair and replacement of planter				-
<i>Community projects (unspecified)</i>	£5,000			-
Community projects total	£6,000	£2,380.35	£3,307.35	£5,687.70
3 Environment (footpaths, planting and biodiversity)				
Planters seasonal display			£634.00	£634.00
Bulbs and perennial plants			£82.50	£82.50
Leaf collection and footpath clearance			-	-
Biodiversity initiatives (Bee Squared)			-	-
Licences (planting and brown bin)			-	-
<i>Environment (unspecified)</i>	£1,250			
Environment total	£1,250	-	£716.50	£716.50
4 Community events				
Spring event			£42.50	£42.50
Autumn event				-
Photo competition			£113.37	£113.37
<i>Community events (unspecified)</i>	£1,250			
Community events total	£1,250	-	£155.87	£155.87
5 Grants				
Village Hall				-
Plavinga Field				-
First responders/hospices		£100.00		£100.00
Midsummer Fair		£500.00		£500.00
Welfare committee Xmas meal (grant)				-
<i>Other grants (unspecified)</i>	£2,000			

Other grants total

<u>£2,000</u>	<u>£600.00</u>	<u>-</u>	<u>£600.00</u>
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