

# Cannock Wood Parish Council

DRAFT Minutes of the Council Meeting held on Thursday 17<sup>th</sup> November 2022 commencing at 7.30pm at Cannock Wood & Gentleshaw Village Hall Buds Road Cannock Wood



## Council Meeting

**PRESENT:** Councillors: Sue Janes (Chairman), Steve Wroe (Vice-chairman) Pat Ansell, Fiona McMulkin

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

**The Chairman Cllr. Sue Janes opened the meeting & welcomed members & our new councillor Fiona McMulkin to this month's meeting.**

**1. Minute number 459/2022 : Apologies –** Cllrs. Frans Frison, Avril Green, Richard Poynton, County Cllr. Phil Hewitt,

**2. Minute number 460/2022 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.

The Chair commented that she now held the Register of Interest file for the NHP Working Group.

### **3. Minute number 461/2022 Public participation**

#### **Minute number 461/2022/A Members of the public**

A resident & Member of the NHP Volunteer Working Group reported that the submitted document was awaiting CCDC comments.

A resident reported that there is a large quantity of leaves on Sycamore Hill and raised concerns about the paths being slippery and dangerous to pedestrians.

A resident submitted apologies for another resident Paul Thomas, who was unable to attend the meeting but was interested in the Community Speed Watch Group (CSW), and also made comments about the speeding traffic on Hayfield Hill and suggested the installation of a speed indicator device.

Members discussed the CSW, the clerk had obtained information from the police, which had been sent to Members of the Council.

A resident reported that the annual community Christmas Tree electrics needed testing.

#### **Minute number 461/2022/B County Cllrs. Report –** No one present

**Minute number 461/2022/C District Councillors Report.** Cllr. Andrea Muckley reported:

Community Speed Watch – groups of 3 volunteers work together in daylight hours, wearing hi-vis gilets, the vehicles must be able to see the volunteers and signage is mandatory even if it is only a temporary A board.

Planning – The Buds on Buds Road will be decided under delegated powers.

Litter picking – Good turnout of volunteers in Cannock Wood.

Local plan review consultation will commence shortly.

Coffee & cake session at Prospect village hall on the 16<sup>th</sup> December 2022 10.30am to promote the village hall, open to everyone a free event.

**Minute number 461/2022/D Neighbourhood Plan** – As discussed in public participation.

**5. Minute number 462/2022 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 13<sup>th</sup> October 2022.**

***Resolved: That the minutes of the meeting held on 13<sup>th</sup> October 2022 were accepted as a true and accurate record*** proposed by Cllr. Pat Ansell seconded by the Chairman Cllr. Sue Janes & carried.

**6. Minute number 463/2022 Matters arising from the minutes of the previous meeting not on the Agenda**

The Chair made a brief statement regarding the previous clerk. It covered the incident that had occurred and the outcome of the investigation. If any residents wishes to ask questions they need to contact the Chair through the clerk and she will consider the enquiry.

**7. Minute number 464/2022 Highways & Maintenance -**

Cllr. Steve Wroe (Vice-chairman) reported a damaged 30mph sign Hayfield Hill, twisted o/s 84. Buds Road school sign hidden by overgrown hedge, road narrows signage obscure by the old post office corner of Cumberledge Hill, the clerk will report the items. The grit bins have been filled.

**8. Minutes number 465/2022 To receive reports from Councillors who have attended outside meetings**

Cllr. Pat Ansell reported that she had attended the AGM of the Staffordshire Playing Fields Association and a NALC meeting.

Cllr. Sue Janes (Chairman) reported that she had attended a village hall meeting on behalf of the council.

**9. Minute number 466/2022A Planning applications for consideration or decided**

Application No.	Location/address	Details of application	CWPC Comments/status
CH/22/0353	West Midlands Designer Outlet, Eastern Way Cannock	The application seeks approval of details of Scale, Layout, Appearance and Landscaping (the Reserved Matters) pursuant to the original Hybrid Planning Consent (CH/15/0048), as amended by the s73 planning permission (CH/21/0197). The outline planning application was an Environment Impact Assessment application, and an Environmental Statement was submitted to the planning authority in support of the application at that time.	No comments/objections
CH/22/0383	Rosemary Gate, Chestall Road Cannock wood	Demolition of existing conservatory & utility & construction of single storey utility & 2 storey side extension	No objections/Comments

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Chair initials.....

**b) Planning Comments** – Cllr Steve Wroe (Vice-chairman) proposed that any councillor comments would be forwarded to the clerk for a response, the draft response would be reviewed by the Chairman before submission to the district council.

## 10. Minute number 467/2022 Finance

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
17.11.22	001340	CE Gracey	November Salary	-	162.12
17.11.22	001341	HMRC	PAYE November	-	33.40
17.11.22	001342	Cancelled			
17.11.22	001343	CE Gracey	Clerk's December salary	-	162.12
17.11.22	001344	HMRC	PAYE December	-	33.40
17.11.22	001345	Edward Taylor	NHP Phase 3 consultant	-	2,200.00
17.11.22	001346	S Wroe	Expenses – Scarecrow Festival £111.50 Bulb Planting £163.14 Christmas Tree 2022 Electrics £121.97	50.91	396.61
17.11.22	001347	Treeway	Christmas Tree 2022	90.00	540.00
<b>Total</b>				<b>£140.31</b>	<b>£ 3527.65</b>

Cllr. Pat Ansell proposed, seconded by the Cllr. Sue Janes (Chairman) & carried, that the payments be approved **Resolved: that the payments paid/ to be paid are approved.**

**b) To approve income received** – proposed by Cllr. Pat Ansell seconded by Cllr. Sue Janes (Chairman)

## c) 1<sup>st</sup> April to 31<sup>st</sup> October 2022

Bank Reconciliation	Cash Book Balance
Current Account 33,808.76	C/fwd(Incs) Election Reserves 36,607.47
Reserve Account 4,247.71	Receipts 14,948.00
Less unp cheques 1,400.00	Payments 14,899.00
<u>Total £ 36,656.47</u>	<u>Balance @ 31<sup>st</sup> October 2022 £36,656.47</u>

**Financial statement 1<sup>st</sup> April to 31<sup>st</sup> October 2022** proposed by Cllr. Pat Ansell seconded by Cllr Sue Janes (Chairman).& carried.

**d) Clerks National Pay Award from 1<sup>st</sup> April 2022** proposed by Cllr. Sue Janes(Chairman) seconded by Cllr. Steve Wroe (Vice-chairman) and carried.

**e) Budget 2023-24 review** – Cllr. Steve Wroe( Vice-chairman) reported that he had compiled the draft budget for 2023-24, he was going to consider the earmarked funds and the precept for 2023-24 for the next meeting, with the assistance of the clerk.

**11. Minute number 468/2022 – Parking outside the school** – deferred until the meeting.

**12. Minute number 469/2022 – Anti-social behaviour** - District Cllr. Andrea Muckley reported dog fouling on the field, dogs allowed in the play area, although the gate has been repaired & litter

**13. Minutes number 470/2022 – Correspondence** – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

- Thank you for the awarded grant to The Rag Bowling Club emailed to council 23<sup>rd</sup> October 2022
- CSW Information from Staffs Police emailed to Councillors 3<sup>rd</sup> November 2022
- SPCA Bulletin emailed to council 3<sup>rd</sup> November 2022
- SPCA details of National Pay Award for clerk emailed 10<sup>th</sup> November 2022
- Details of the SID data loaned from LPC emailed to council 10<sup>th</sup> November 2022
- CILS Annual Return for 2021-22 completed & returned 17<sup>th</sup> November 2022

**14. Minute number 471/2022 – Christmas Tree 2022 –**

The Vice-chairman reported that the tree is in place, the electrics needed checking, and the cherry picker was coming on the 22<sup>nd</sup> to assist with the installation of the lights by volunteers, the cherry picker will return in the new year to assist with the removal of the lights, date to be agreed.

The Chairman reported that everything is in place for the event on the 25<sup>th</sup> November, the choir will commence singing at 5.30pm, they had a vintage car for Father Christmas, residents will walk to the village hall around 6pm for mulled wine & mince pies, juice for the children and the Christmas Fair will commence.

**15. Minute Nr. 472/2022 – 20's Plenty Speed Limit** – deferred until the next meeting.

**16. Minute Nr. 473/2022 – Climate Change – Environmental Group** - see item 19

**17. Minutes Nr. 474/2022 – Nuns Well & Nunswell Park** – The NHP volunteer work group co-ordinator will compile the application for the Asset of Community Value application form for Nuns Well.

**18. Minute Nr. 475/2022 – Community Events** – The Vice-chairman reported that residents are requesting an Easter event.

**19. Minute Nr. 476/2022 – Bulb Planting** – The Vice-chairman reported that bulb planting has been completed by volunteers along the verge of Sycamore Hill. He distributed a plan showing the proposed future planting for the triangle at the end of Buds Road and asked the parish council for a financial commitment of £500, this was agreed by Cllr. Pat Ansell seconded by Cllr. Fiona McMulkin and carried. A grant application has been submitted to SCC and hopefully a sum will be awarded. A fee to SCC is payable for a planting licence and also a letter confirming responsibility on the land for its upkeep should the volunteers be unable to continue to SCC from the parish council, the clerk will contact Mark Keeling Highways Manager for the area.

**20. Minute number 477/2022 Community Speed Watch** as discussed in public participation. The Vice-chairman suggested that as there are several traffic management issues being discussed, a councillor take the lead in co-ordinating of the activities and making a report with recommendations.

**21. Minute number 478/2022 Results of Staffordshire Wildlife Trust Survey** – deferred until the next meeting. The Vice-chairman has contacted SWT who have committed to provide the survey report in time for the January meeting.

**22. Minute number 479/2022 – Items for Discussion & the Agenda for the next meeting**  
- none

**23. Minute number 480/2022 Date of the next meeting :**

**Resolved:** The next council meeting will be Thursday 19<sup>th</sup> January 2023 7,30pm at  
CW&GVH, Buds Road, Cannock Wood

**The Chairman closed the meeting at 9.25pm**