



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 21st May 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.

ANNUAL MEETING 7.30pm

1. Welcome
2. Apologies
3. Chairman's Report 2026-27
4. Election of the Chairman 2026-27
5. Election of the Vice-chairman 2026-27

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. Highways & Maintenance – potholes – hedgerows

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

9.Planning Applications for consideration and ratification

Application No.	Location/address	Details of Application	CWCP comment	Status
CH/26/119	60 Hayfield Hill Cannock Wood	Proposed front garage extension.	Deadline ext. to 22 nd May 2026	

10. Finance

a) Accounts paid and to be paid.

Date	Cheque Number	Payee	Details	Amount	VAT
21.05.26	Online	C E Gracey	Clerks May salary £240.96 gross	192.76	
21.05.26	Online	HMRC	Clerks May PAYE	48.20	paid
21.05.26	Online	CW and GVH	Hall Hire 21st May 2026	30.00	paid
21.05.26	Online	Clear Insurance	Insurance renewal 2025-26	558.05	
Total				£ 829.01	-

b) To approve the income received – £6,703.50 (1st payment precept) + £192.76 refund of payment

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

1stApril 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>

d) Consider grant application from Longdon.Cricket Club

e) Consider grant application from Staffordshire Search + Rescue

f) Consider grant application from CW+GVH

g) Consider grant application from Beaudesert Toddle + Tumble

11. Parking outside the school

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

13. 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.

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 May 2026.

Outgoing Correspondence :

Email to Parks Dept CCDC about Castle Ring Barrier repair sent 21st April 2026

14. Environmental and Biodiversity – Nunswell Park – Gentleshaw Reservoir

15. Community Events –

16. Road Safety in the Parish – SID data

17. Governance

18. Community survey

19. Planter near carpark to Castle Ring needs attention

20. Policies to review and approve :

Financial Regulations 20.06.24

Asset Register 20.06.24

Freedom of information 20.06.24

Co-option 20.06.24

Complaints 20.06.25

Planning policy including NHP notes 21.03.24

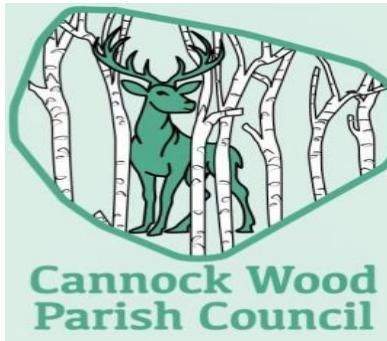
Data Audit – review and approve

21. Items for Discussion/Future Agenda items

**22. Date of the next Council Meeting Thursday 11th June 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 Assembly commencing at 7pm and Council Meeting held on Thursday 16th April 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 Assembly and this month's Council Meeting.

ANNUAL PARISH MEETING 7pm

1. **Welcome** – As given above.
2. **Apologies:** Cllrs. Andrea Muckley and Avril Green
3. **Chairman's Report 2025-26** – The Chairman read out her report as follows:

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.

A bench has been installed at the top of Sycamore Hill.

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

16th April 2026

Cannock Wood PC Minutes

Chair initials.....

to liaise with South Staffs Water about the management of the reservoir site.

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.

4. Council's Unsung Heroes Award 2026 - None awarded this year.

5. Community survey 2025-26 – No comments

6. Residents Questions – A resident reported:

The flood from the field at the bottom of Hayfield Hill. – Members discussed the water accumulation which has been reported to Staffordshire County Council.

Speeding traffic on Hayfield Hill – Members discussed the problem. County Cllr. Rhys Mandry said he was meeting with Highways shortly and he would report the matter.

The resident thanked the parish council for all their assistance throughout the year.

7. The Chairman announced the winners of the Photographic Competition in all categories, the winners will receive a framed photograph of their winning entrance.

8. Date of next APA 15th April 2027

9. The Chairman closed the meeting and the attending resident left the meeting.

Council Meeting

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

IN ATTENDANCE: Clerk Chris Gracey, County Cllr. Rhys Mandry.

1.Minute number 683/2026: Apologies – Cllr. Avril Green.

2.Minute number 684/2026 Declarations of interest – Cllr. Elizabeth Whiteley declared a pecuniary interest in item 9.

16th April 2026

Cannock Wood PC Minutes

Chair initials.....

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 685/2026 Public participation

Minute number 685/2026/A Members of the public – None

Minute number 685/2026/B County Cllr’s. Report. – None – although Cllr. Rhys Mandry was present, because of purdah he did not comment on county council business.

However he did comment on his annual budget and discussed dropped kerbs in the parish.

Minute number 685/2026/C District Cllr’s Report. - none

4. Minute number 686/2026 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 19th March 2026.

Resolved: That the minutes of the meeting held on 19th March 2026 were accepted as a true and accurate record proposed by Cllr. Pat Ansell seconded by Cllr. Fiona McMulkin and carried.

5. Minute number 687/2026 matters arising - Cllr. Paul Thomas reported the weed treatment throughout the parish, especially in areas where there are trees which have been circled by the treatment, disappointingly.

6. Minute number 688/2026 Highways & Maintenance – Cllr. Fiona McMulkin reported that the potholes repaired at the junction of Gilwell Road and Holly Hill are again in need of work. O/S 5 Park Gate Road work is still outstanding.

7. Minutes number 689/2026 To receive reports from Councillors who have attended outside meetings:

Cllr. Elizabeth Whiteley attended an online Health and Well Being meeting.

8. Minute number 690/2026 Planning applications for consideration or determined

Application No.	Location/address	Details of application	CWPC Comments/status
CH/26/085	15 Slang Lane Cannock Wood	Two storey rear extension, front extension and single storey side extension to create attached garage	Objections – overdevelopment of site – does not conform with NHP CW12J – proposal leaves the property with inadequate parking.
CH/26/092	7 Holly Hill Road Cannock Wood	To install a single sliding field gate, to fit existing entrance to driveway.	No objections

Cllr. Steve Wroe (Vice-chairman) reported that work has commenced o/s 2 Bradwell Lane, a digger is on site and footings have been laid, although to date no planning application has been viewed. The clerk will report to CCDC Enforcement.

9. Minute number 691/2026 Finance

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

Date	online	Payee	Purpose	VAT	Amount
16.04.26	Online	C E Gracey	April salary £240.96	-	192.76
16.04.26	Online	HMRC	April PAYE	-	48.20
16.04.26	Online	CW +GVH	Hall hire 16/04/26	-	30.00
16.04.26	DD	Hugo Fox	Website hosting April 2026	4.00	23.99
16.04.26	Online	SPCA	2026-27 subscription	-	367.42
16.04.26	Online	E Whiteley	Expenses for photo competition and bee squared	43.90	305.14
Total				£ 47.90	£967.51

Cllr. Paul Thomas proposed, seconded by the Cllr. Steve Wroe (Vice-chairman) 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 March 2026

1st April to 31st March 2026

Bank Reconciliation		Cash Book Balance	
Current Account	25,742.59	C/fwd(Incs) Election Reserves	23,989.59
		Receipts	14,467.30
Less unpd cheques		Payments	11,996.76
<u>Total</u>	<u>£25,742.59</u>	<u>Balance @ 31st March 2026</u>	<u>£ 25,742.59</u>

Financial statement – The clerk presented the financial statements up to 31st March 2026 along with the bank statement to 31st March 2026 proposed by Cllr. Pat Ansell seconded by Cllr. Paul Thomas and carried.

d) Consider grant application for Longdon Cricket Club – deferred.

e) Consider a donation to Staffordshire Search + Rescue - deferred

10. Minute number 692/2026 – Parking outside the school – Problem ongoing as the school as reopened following the Easter break.

11. Minute number 693/2026 – Anti-social behaviour on the playing fields/village hall -

Nothing to report.

12. Minutes number 694/2026 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

Various smart alerts received and forwarded to council.

16th April 2026

Cannock Wood PC Minutes

Chair initials.....

Email from Staffordshire Search + Rescue Team enquiring about a donation emailed to council 18th March 2026. – **Grant Application form sent**

Minutes from Cannock Chase DC Parish Forum +Health + Safety project emailed to council 24th March 2026.

Email from The Beaudesert Trust with details of a forthcoming History event, via Cllr. Elizabeth Whiteley emailed to council 25th March 2026.

Application form for a grant from Longdon Cricket Club emailed to council 8th April 2026. **Submitted incorrect form, new application form sent**

Email from resident regarding concerns about lack of signage warning of a Equestrian Centre on Slang Lane emailed to council 14th April 2026 **Acknowledgement sent, members discussed the concerns and agreed to check the area and consider signage.**

Outgoing Correspondence :

Response to The Beaudesert Trust with details of councillors who wish to attend their event.

Various emails to Elan City about a problem with a SID device on Hayfield Hill.

Response to a resident about an enquiry about a Craft Fayre at CW +GVH, the event has been set up by a charity to raise funds, resident notified of the contact details.

Acknowledgement to resident who raised concerns about additional signage for equestrian centre on Slang Lane.

The public right of way at Gentleshaw Reservoir will be mentioned by the clerk when she follows up the present enquiry with SSW, and mentioned the inaccessible public footpath alongside the reservoir.

13. Minute number 695/2026 – Environmental and Biodiversity – Nunswell – No response from CCDC Officers site meeting and the suggestion that there may be funding available to purchase of bird, bat boxes and information boards about the site, the clerk will follow up.

Gentleshaw Reservoir – No response from SSW, the clerk will follow up, and mentioned the public footpath that runs on the site, in need of clearance as the footpath is very muddy and inaccessible to walkers.

8.40pm Cllr. Rhys Mandry left the meeting.

14. Minute number 696/2026 – Community Events –

Photographic Competition – Organised by Cllr. Elizabeth Whiteley, well received by the community, the winners in each category will be notified and their prize of a framed copy of their submission will be delivered.

15. Minute Nr.697/2026 – Road safety in the parish – Cllrs. Elizabeth Whiteley and Steve Wroe (Vice-chairman) reported that the guidance given by Elan City has not corrected the problem and a telephone conference between all parties is required to discuss, the clerk will arrange.

Speeding traffic was discussed in details during the assembly, with a resident and County Cllr. Rhys Mandry.

16. Minute Nr.698/2026 – Governance – No comments

16th April 2026

Cannock Wood PC Minutes

Chair initials.....

17. Minute Nr. 699/2026 – Draft Action Plan 2026-27 – The following were agreed to be considered to be included:

Photographic Competition to be organised by Cllr. Elizabeth Whiteley

Cllr. Elizabeth Whiteley will ensure that SSW clear the footpath and make it accessible as a public right of way.

Dropped kerbs in the parish will be followed up by the Chairman Cllr. Sue Janes.

Gateway Scheme in the parish to be considered by Cllr. Paul Thomas.

Scarecrow Event in the Autumn will be considered by the Vice-chairman Cllr. Steve Wroe.

Cllr. Fiona McMulkin has recently had a close family member bereavement, and over the last months has had no time for considering the Draft Action Plan, now she will give community ideas some consideration.

Cllr. Fiona McMulkin will endeavour to update the noticeboard and ensure it is kept up to date.

18. Minute Nr. 700/2026 - Items for Discussion and the Agenda for the next meeting –

A volunteers group organised by the Vice- chairman to clear the large triangle of weeds, once cleared the area will be consider for bark chippings to prevent the weeds returning, a proposed date was either the 2nd or 3rd May to be confirmed.

The Vice-chairman reported the flags in the vicinity of the Redmoor PH which have become torn following the Winter weather and need removing or replacing, the council will ask Longdon PC as it is in their area, to contact the public house.

The clerk asked if the June meeting could be moved to the 11th June 2026, this was agreed, the website and the meeting diary will be amended accordingly.

19. Minute number 701/2026 – Date of the next meeting will be Thursday 21st May 2026 7.30pm at CW and GVH Buds Road Cannock Wood.

The Chairman closed the meeting at 9.20pm.

Cannock Wood Parish Council

Accounts for Payment 21st May 2026

The Parish Council are asked to approve the following accounts for payment at their meeting on 21st May 2026:

C E Gracey (Clerk's May salary £240.96)		online	192.76	-	192.76
HMRC(Clerk's May PAYE £48.20)	475/WE20800	online	48.20	-	48.20 - paid
CW and GVH (Hall hire 21 st May 2026 Council meeting)		online	30.00	-	30.00 - paid
Hugo Fox(Website host April 2026)	JWZ2J9Q	Direct debit	19.99	4.00	23.99 - paid
A J Gallagher (Insurance renewal 2026-27 1 st June 2026)	1609970	Online	558.05	-	558.05
Total			£849.00	£4.00	£853.00

Income Received – £6703.50 (1st payment precept) £192.76 returned payment

Other Issues – None

CANNOCK WOOD PARISH COUNCIL
RECEIPT AND PAYMENTS

Year to date 1st April to

30th April 2026

	Budget 2026-27	Current year under s137	Current year other powers	Year to date 30th April 2026
RECEIPTS				
Precept	£13,407			£6,703.50
VAT Refund				£192.76
Other Income				£192.76
Total Income	£13,407			£6,896.26
PAYMENTS				
Salaries	£2,920	-	£481.92	£481.92
Other overheads (note 1)	£5,620	-	£818.83	£818.83
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		-	-
Total Expenditure	£ 20,830.00	-	£1,605.89	£1,605.89
RECEIPTS LESS PAYMENTS	-£7,423	s137	other powers	£5,290.37
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			£5,290.37
Total reserves end of year c/f	£18,320			£31,032.96

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

	<i>Budget 2026-27</i>	<i>Current year under s137</i>	<i>Current year other powers</i>	<i>Year to date 30th April 2026</i>
1 Overheads				
Staff Costs	£2,920		£481.92	£481.92
Insurance	£575		-	-
Room hire			£60.00	£60.00
Subscriptions	£375		£734.84	£734.84
Website, emails and domain names			£23.99	£23.99
Internal audit	£500		-	-
Other	£1,250		-	-
	£5,620		£1,300.75	£1,300.75
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>	<i>£7,000</i>			<i>£28.56</i>
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>	<i>£1,250</i>			
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>	<i>£1,500</i>			
Community events total	£1,500	-	£237.08	£237.08
5 Grants				
Village Hall				-
Playing Field				-
First responders/hospices				-
Midsummer Fair				-
Welfare committee Xmas meal (grant)				-
<i>Other grants (unspecified)</i>	<i>£1,000</i>			

Other grants total

<u>£1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
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