

CANNOCK WOOD PARISH COUNCIL



You are hereby summoned to attend the Annual Parish Meeting at 7pm and the next meeting of the Parish Council to be held at 7.30pm on Thursday 16th April 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 PARISH ASSEMBLY 7pm

- 1. Welcome**
- 2. Apologies:** Cllr.
- 3. Chairman's Report 2025-26**
- 4. Council's Unsung Heroes Award 2026**
- 5. Community survey 2025-26 - responses**
- 6. Residents Questions – open forum**
- 7. Date of next APA 15th April 2027**

COUNCIL MEETING

AGENDA

- 1. Welcome member.**
- 2. Apologies:** Cllr.
- 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 19th March 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/26/085	15 Slang Lane Cannock Wood	Two storey rear extension, front extension and single storey side extension to create attached garage	14 th April 2026 agreed extension to 18 th April 2026	

10. Finance

a) Accounts paid and to be paid.

Date	Online	Payee	Details	Amount	VAT
16.04.26	online	C E Gracey	Clerks April salary £240.96 gross	192.96	-
16.04.26	Online	HMRC	Clerks April PAYE	48.00	-
16.04.26	online	CW and GVH	Hall hire 16.04.26	30.00	-
16.04.26	Direct debit	Hugo Fox	Hosting website	23.99	4.00
16.04.26	Online	SPCA	2026-27 subscription	367.42	-
Total				£662.37	£4.00

b) To approve the income received – None

c) To approve the financial statement 1st April to 31st March 2026

1st April to 31st March 2026

Bank Reconciliation at 31.03.26
Current Account 25,742.59

Cash Book Balance at 31st March 2026
C/fwd(Incs) Earmarked funds 23,989.59
Receipts 14,467.30

Total £25,742.59

Payments 12,714.30
Balance @ 31st March 2026 £ 25,742.59

d) To consider Grant Application from Longdon Cricket Club

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:

Email from Staffordshire Search + Rescue Team enquiring about a donation emailed to council 18th March 2026.

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.

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.

14. Environmental and Biodiversity – Nunswell Park –

15. Community Events – Photographic Competition

16. Road Safety in the Parish – Speed Indicator Devices

17. Governance –

18. Action plan 2026-27 – Ideas for community projects

19. AED

20. Spring Event

21. Items for Discussion/Future Agenda items

22. Date of the next Annual meeting of the Council Thursday 21st May 2026 CW and GVH Buds Road Cannock Wood at 7.30pm

I hope you will be able to attend the meeting

Cllr. Mrs Sue Janes - Chairman
Cannock Wood Parish Council

Cannock Wood Parish Council

Accounts for Payment 16th April 2026

The Parish Council are asked to approve the following accounts for payment at their meeting on 16th April 2026:

C E Gracey (Clerk's April salary £240.96)		online	192.76	-	192.76
HMRC(Clerk's April PAYE £48.20)	475/WE20800	online	48.20	-	48.20
CW and GVH (Hall hire 16 th April 2026 Council meeting)		online	30.00	-	30.00
Hugo Fox(Website host March 2026)	JWZ2J9Q	Direct debit	19.99	4.00	23.99 - paid
SPCA (2026-27 subscription)		Online	367.42	-	367.42
Total			£658.37	£4.00	£662.37

Income Received – none

Other Issues – None



DRAFT Minutes of the Council Meeting held on Thursday 19th March 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, District Cllr. Andrea Muckley, PCSO Chad Carrington.

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

PCSO Chad Carrington reported that the police are aware of recent incidents of Vehicle crime, 10 within the last month, with mainly large vehicles being targeted, he went through various measures that residents could implement to avoid crime, namely

Use Faraday Pouches to store car keys.

Crook Locks that fit around the steering are particularly affective.

He reported that residents need to be vigilant around theirs and neighbouring properties and report anything suspicious either by 101 or if anything is happening immediately, 999.

He discussed the smart alert system, which is useful in keeping residents up to date in their areas.

1. Minute number 661/2026: Apologies - none

2. Minute number 662/2026 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 663/2026 Public participation

Minute number 663/2026/A Members of the public – None

Minute number 663/2026/B County Cllr's. Report. – None

Minute number 663/2026/C District Cllr's Report.

Cllr. Andrea Muckley reported on the following:

19th March 2026

Cannock Wood PC Minutes

Chair initials.....

CCDC local plan meeting 23rd March 2026.

Gentleshaw School, The new Head teacher, Ms. J Ashan has changed the school hours for everyone to leave at 3.15pm, and it is quite chaotic when all the children leave at the same time. Teachers are carrying out a monitoring of the traffic and where motorists are parking. A number of school clubs have been set up to encourage children to participate and in doing so, delay their leaving the school at 3.15pm.

The Head teacher is aware of the problems in parking in the vicinity of the school and is monitoring the situation and will report back to her fellow teachers and parents.

8.20pm Cllr. Andrea Muckley left the meeting.

4. Minute number 664/2026 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 19th February 2026.

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

5. Minute number 665/2026 matters arising - Cllr. Elizabeth Whiteley reported that the email to the Field Committee asking for permission to plant wild flower seeds on the field was not noted, in outgoing correspondence.

Secretary of the Field Committee Cllr. Fiona McMulkin reported that the committee were not in favour of planting wild flower seeds, thanking the parish council for their offer but no thank you on this occasion .

6. Minute number 666/2026 Highways & Maintenance –

Various potholes throughout the parish, no work carried out. Cllr. Fiona McMulkin reported that repairs carried out on Holly Hill Road were already showing signs of breaking up.

Cllr. Avril Green reported that whilst using her mobility scooter, there were overhanging hedgerows branches on Park Gate Road that were face level and needed trimming back, the clerk will report.

7. Minutes number 667/2026 To receive reports from Councillors who have attended outside meetings:

The Chairman and Cllr. Elizabeth Whiteley had attended the Cannock Chase Parish Forum, part of the agenda covered the Champion Parish Scheme.

SPCA Chelsea Heard reported on the forthcoming Well Being Course.

Cllr. Avril Green had attended the 20's Plenty seminar, she confirmed that £20m has been budgeted for the scheme, although details of the scheme were mainly unknown and it is hoped will be available soon.

8. Minute number 668/2026 Planning applications for consideration or determined

Application	Location/address	Details of application	CWPC Comments/status
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19th March 2026
Cannock Wood PC Minutes
Chair initials.....

No.			
CH/26/078	31 Hayfield Hill Cannock Wood	Variation of conditions Nr.3(approved plans of application CH/25/0113) to allow for change from brickwork to monocouche render.	No objections

9. Minute number 669/2026 Finance

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

Date	online	Payee	Purpose	VAT	Amount
19.03.26	Online	C E Gracey	March salary £240.96	-	192.76
19.03.26	Online	HMRC	March PAYE	-	48.20
19.03.26	Online	CW +GVH	Hall hire 19/03/26	-	30.00
19.03.26	DD	Hugo Fox	Website hosting March 2026	4.00	23.99
19.03.26	Online	Greenhill Nursery	Replacement planter + compost	-	309.54
19.03.26	Online	Advanced Electrical (Midlands)Ltd	Electric connection to defib cabinet on Sycamore Hill	68.00	408.00
Total				£72.00	£1012.49

Cllr. Elizabeth Whiteley 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 28th February 2026

1st April to 28th February 2026

Bank Reconciliation		Cash Book Balance	
Current Account	26,755.08	C/fwd(Incs) Election Reserves	23,989.59
		Receipts	14,467.30
Less unpay cheques		Payments	11,701.81
Total	£26,755.08	Balance @ 28th February 2026	£ 26,755.08

Financial statement – The clerk presented the financial statements up to 28th February 2026 along with the bank statement to 28th February 2026 proposed by Cllr. Avril Green seconded by Cllr. Paul Thomas and carried.

d) Earmarked funds carried forward to 2026-27 are £12,000:

Elections £4,000

Dropped kerbs – one set £8,000

10. Minute number 670/2026 – Parking outside the school – As discussed under the District Councillor’s report.

11. Minute number 671/2026 – Anti-social behaviour on the playing fields/village hall -
Nothing to report.

12. Minutes number 672/2026 – 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.

SPCA with details of Local Government Reorganisation briefing on 6th March 2026 at 10.30am online emailed to council on 18th February 2026.

SPCA details of Cannock Chase Parish Forum on 3rd March 2026 emailed to council 18th February 2026 and reminder on 25th February 2026.

SPCA members survey details emailed to council 18th February 2026.

Smart Alert with details of car crime in Bradwell Lane Cannock Wood emailed to council 20th February 2026.

Smart Alert with details of car crime in Gilwell Road Cannock Wood emailed to council 26th February 2026.

SPCA Bulletin emailed to council 27th February 2026.

Staffordshire Search +Rescue Team requesting a donation emailed to council 18th March 2026.

Email from resident re Attempted theft of 2 cars at Chestall Road emailed to council 18th March 2026. ***The clerk will respond to the resident with comments given by the police and parish council.***

Email from PCSO Chad Carrington they are taking their mobile police unit to Castle Ring tonight 19th March 2026 7pm until 8pm, although because the car park was closed they relocated the CW and GVH Buds Road Cannock Wood.

Outgoing Correspondence :

Booked places for the Parish Forum 26th February 2026.

Email to Greenhill Nursery about summer planting 26th February 2026.

Acknowledgement to resident who emailed about the attempted theft of cars 18th March 2026.

Various partners sending change of email address 18th March 2026.

13. Minute number 673/2026 – Environmental and Biodiversity – Nunswell – Gentleshaw Reservoir –

Cllrs. Elizabeth Whiteley and Steve Wroe (Vice-chairman) attended a site meeting at Nunswell with CCDC Officers, they walked the site and the officers reported various planned expenditure for the site. Namely, bird and bat boxes, information boards, planned work to tidy the site and require volunteers to help. SCC were asked to confirm what action from the plan they intended to programme for in 2026-27 and also to contact Natural England regarding grants for bird/bat boxes and signage. If nothing is received, the clerk will write to CCDC in April to follow up.

Gentleshaw Reservoir – No response from SSW, the clerk will follow up.

14. Minute number 674/2026 – Community Events –

Photographic Competition – Cllr. Elizabeth Whiteley displayed the submitted photographs, the competition will close on the 16th April 2026 and the winners will be announced at the Annual Assembly. The winners will receive a frame photograph of their picture and the council agreed to purchase and provide the village hall with the seven winners framed photographs for displaying in the hall.

15. Minute Nr.675/2026 – Road safety in the parish – No comments

16. Minute Nr.676/2026 – Governance – The .gov.uk email addresses will be in use by 31st March 2026 and the IT Policy adopted, to comply with Assertion 10 on the next AGAR 2025-26. The Councillor in difficulty will be assisted by one of the councillor's to set up her email address.

17. Minute Nr. 677/2026 – AED – The work to power the cabinet has been completed, the defib has been registered and is in commission on Sycamore Hill.

18. Minutes Nr.678/2026 – Website – Complete, Cllr.Steve Wroe(Vice-chairman) reported that he keeps getting a 'cookie' message when he tries to go into the site. Cllr. Elizabeth Whiteley will check the details.

19. Minute Nr. 679/2026 – Draft IT Policy to review and approve – proposed by Cllr. Avril Green seconded by Cllr. Fiona McMulkin and carried.

20. Minute Nr. 680/2026 – Action Plan 2026-27 will be compiled by Cllr. Elizabeth Whiteley for review and approval at the April meeting.

Cllr. Elizabeth Whiteley asked all council members to come to the next meeting with ideas for projects, that they are willing to lead. The ideas considered to be the best for the community will be included in the Action Plan.

21.Minute Nr. 681/2026 - Items for Discussion and the Agenda for the next meeting – None.

22. Minute number 682/2026 – Date of the next meetings will be Thursday 16th April 2026 Annual Assembly 7pm open to all residents - Council Meeting 7.30pm at CW and GVH Buds Road Cannock Wood.

The Chairman closed the meeting at 9.17pm.