

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 16th July 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

- 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 11th June 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. Action Plan 2026-27**

8. Highways & Maintenance – potholes – hedgerows

9. To receive reports from Councillor's who have attended outside meetings.

10.Planning Applications for consideration and ratification

Application No.	Location/address	Details of Application	CWCP comment	Status
CH/26/203	Newlands Chestall Road Cannock Wood.	Permission in principle for erection of new dwelling.	9 th July 2026 ext. applied for	

11. Finance

a) Accounts paid and to be paid.

Date	Cheque Number	Payee	Details	Amount	VAT
16.07.26	Online	C E Gracey	Clerks July salary £240.96 gross	192.76	
16.07.26	Online	HMRC	Clerks July PAYE	48.20	
16.07.26	Online	CW and GVH	Hall Hire 16 th July 2026	30.00	
16.07.26	DD	Hugo Fox	Website host June 2026	23.99	4.00
Total				£	£

b) To approve the income received – None

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

1stApril to 30th June 2026

Bank Reconciliation
Current Account 29,501.59

Total £29,501.59

Cash Book Balance
C/fwd(Incs) Election Reserves £25,742.59
Receipts 7,263.68
Payments 3,504.68
Balance @ 30th June 2026 £29,501.59

12. Parking outside the school

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

14. Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:
Email from Highways Manager SCC about dropped kerbs emailed to council 28th June 2026.
Email from SSW. With draft plan for Gentleshaw Reservoir site emailed to council 28th June 2026.
Email from SPCA with details of National Landscape Cannock Chase emailed to council 29th June 2026.
SPCA Bulletin emailed to council 29th June 2026.
Email from SPCA with details of Local Nature Recovery Strategy Consultation emailed to council 29th June 2026.

Email from SPCA with details of the suspension of SID permissions emailed to council 29th June 2026.

Email from SPCA with details of the Cannock Chase National Landscape Joint Committee emailed to Cllrs. Sue Janes and Elizabeth Whiteley 1st July 2026.

SPCA sent details of enquiry of required clothing banks emailed to council 1st July 2026.

Outgoing Correspondence :

Email to County Cllr. Rhys Mandry about Clear Streets 28th June 2026.

15. Environmental and Biodiversity – Nunswell Park – Gentleshaw Reservoir

16. Community Events –

17. Road Safety in the Parish – SID data.

18. Planter near car park to Castle Ring needs repair/replacing

19. Policies to review and approve : Financial Regulations

20. Health and Well Being Audit

21. Items for Discussion/Future Agenda items

22. Date of the next Council Meeting Thursday 17th September 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 Council Meeting held on Thursday 11th June 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 month's Council Meeting.

Council Meeting

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.

1. Minute number 720/2026: Apologies – None.

2. Minute number 721/2026 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. All councillor's addresses will be removed from the forms.

3. Minute number 722/2026 Public participation

Minute number 722/2026/A Members of the public – None

Minute number 722/2026/B County Cllr's. Report. – None

Minute number 722/2026/C District Cllr's Report. – Cllr. Andrea Muckley reported on the following:

House on Buds Road where building work is on-going, had a working delivery and blocked the entire footpath, children on their way to school needed to walk in the roadway. Cllr. Muckley spoke to the contractors but their attitude was unhelpful, she checked with CCDC to check the planning conditions but there was no condition about the times of deliveries not clashing with the in/out times of the school, she has discussed the matter with Enforcement.

Cllr. Paul Thomas reported that he had spoken to the house owner, who has moved out whilst the work is on-going and he stated he would speak to the contractor but nothing has changed with the deliveries and the contractors blocking the footpath so that parents and children have to walk in the road to get to school.

11th June 2026

Cannock Wood PC Minutes

Chair initials.....

Cllr. Andrea Muckley has reported the matter to Highways, Police and CCDC Enforcement. Along with the Head Teacher from the school making similar reports.

4. Minute number 723/2026 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 21st May 2026.

Resolved: That the minutes of the meeting held on 21st May 2026 were accepted as a true and accurate record proposed by Cllr. Pat Ansell seconded by Cllr. Fiona McMulkin and carried.

5. Minute number 724/2026 matters arising - Cllr. Elizabeth Whiteley commented about the last meeting and the section when we were discussing the grants, she felt it was inappropriate and we were unprofessional in our approach to the consideration of the items, that we had let the parish council down in our behaviour.

6. Minute number 725/2026 Highways & Maintenance – Nothing to report.

7. Minutes number 726/2026 Action Plan - compiled by Cllr. Elizabeth Whiteley, it will be completed and issued to Members for checking prior to distribution.

8. Minutes number 727/2026 To receive reports from Councillors who have attended outside meetings:

Cllr. Sue Janes attended the village hall meeting – the flat roof needs replacing over the snooker room, a replace will cost approximately £45,000 to repair.

Cllrs. Steve Wroe, Paul Thomas and Pat Ansell went to the Beaudesert Trust event.

9. Minute number 728/2026 Planning applications for consideration or determined

Application No.	Location/address	Details of application	CWPC Comments/status
CH/26/140	Cairn Doon, Buds Road Cannock Wood.	Proposed porch to the front of the house.	No objections
CH/26/171	Oaklands Buds Road Cannock Wood.	Variation of condition Nr.3 (Approved plan) of planning permission CH/25/0157 to allow for addition of a side extension and alterations to design.	Objections – due to lack of conditions, deliveries are being made to the site whilst children are going in/out school and have to walk in the roadway to avoid the vehicles at the site, with deliveries and contractors working. County Cllr. Rhys Mandry will be informed and asked to report it to Clear Streets.

10. Minute number 729/2026 Finance

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

Date	online	Payee	Purpose	VAT	Amount
11.06.26	Online	C E Gracey	June salary £240.96	-	192.76
11.06.26	Online	HMRC	June PAYE	-	48.20
11.06.26	Online	CW +GVH	Hall hire 11/06/26	-	30.00
11.06.26	DD	Hugo Fox	Website hosting May 2026	4.00	23.99
11.06.26	Online	A Green	Screws for barrier	-	9.59
11.06.26	Online	Greenhill Nursery	Plants + compost for Sycamore Road junction Buds Road	-	90.00

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			planter.		
11.06.26	Online	Black Rose Solutions Ltd	Internal audit 2025-26	26.00	156.00
11.06.26	Online	E Whiteley	Photo Competition Prints	2.16	12.98
Total				£32.16	£563.52

Cllr. Fiona McMulkin 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 – £367.42 payment returned from SPCA.

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

1st April to 31st May 2026

Bank Reconciliation		Cash Book Balance	
Current Account	30,083.63	C/fwd(Incs) Election Reserves	25,742.59
		Receipts	7,263.68
		Payments	2,922.64
<u>Total</u>	<u>£30,083.63</u>	<u>Balance @ 30th April 2026</u>	<u>£ 30,083.63</u>

The clerk presented the financial statements up to 31st May 2026 along with the bank statement to 31st May 2026 proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

d) To approve AGAR 2025-26 and associated documents – The Exemption Certificate of form 2 page 3 was proposed by the Chairman seconded by Cllr. Avril Green and carried, also the following, the Internal Auditor's report and the signed off page 4 were accepted. Section 1 Annual Governance Statement page 5 were signed off and accepted. Section 2 Account Statement page 6 were signed off and accepted. The Notice of appointment of dates for the Exercise of Public Rights was agreed and accepted. The statement of variances, earmarked reserves and bank reconciliation to the year end 31st March 2026 were accepted.

e) Consider grant application for Katherine House Hospice – The Chairman proposed an award of £50 seconded by Cllr. Avril Green and carried.

11. Minute number 730/2026 – Parking outside the school – As discussed in the District Councillor's report.

12. Minute number 731/2026 – Anti-social behaviour on the playing fields/village hall and Parish:

Cllr. Steve Wroe (Vice-chairman) reported that his follow up with the police on a Road Traffic Accident in March 2025 at the Buds Road junction, when damage was done to the planted verge, the details have been confirmed but no further action has taken place.

13. Minutes number 732/2026 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

SPCA Councillor Development Course details emailed to council 29th May 2026.

CCDC with photo of parking at Nunswell emailed to council 3rd June 2026.

Response from SSW re: Gentleshaw Reservoir emailed to council 5th June 2026.

Response from CCDC re: Nunswell emailed to council 5th June 2026.

Outgoing Correspondence :

SSW followup on Gentleshaw Reservoir site and footpath 3rd June

CCDC follow up on Nunswell plans for the site 3rd June 2026

CCDC email details for Chair + Clerk and website details 3rd June 2026

14. Minute number 733/2026 – Environmental and Biodiversity – Nunswell – Response from CCDC with details of plans to erect Information Boards, bird and bat boxes. Volunteers have been working on the site.

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

Mowing - On Cumberledge Hill although we did request it wasn't carried out.

15. Minute number 734/2026 – Community Events – Summer Fair in 20th June, Music Festival in the Summer, Scarecrow event Heroes and villains 19th September 2026.

16. Minute Nr.735/2026 – Road safety in the parish – Nothing to report.

17. Minute Nr.736/2026 – Policies to be reviewed and approved –

Asset Register - amended

Co-option policy – no change

Data protection – no change

Freedom of Information – no change

Financial Regulations – deferred

All policies to be proposed by Chairman seconded by Cllr. Paul Thomas and carried, except the financial regulations.

18. Minute Nr. 737/2026 – Health + Well Being Audit – deferred until the next meeting.

19. Minute Nr. 738/2026 – Planter near car park to Castle Ring needs replacing – Quote received to replace the planter and plant up proposed by the Chairman seconded by Cllr. Avril Green and carried.

20. Minute Nr. 739/2026 - Items for Discussion and the Agenda for the next meeting – none.

21. Minute number 740/2026 – Date of the next meeting will be Thursday 18th July 2026 7.30pm at CW and GVH Buds Road Cannock Wood.

The Chairman closed the meeting at 8.45pm.

11th June 2026

Cannock Wood PC Minutes

Chair initials.....

Cannock Wood Parish Council

Accounts for Payment 16th July 2026

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

C E Gracey (Clerk's July salary £240.96)		online	192.76	-	192.76
HMRC(Clerk's July PAYE £48.20)	475/WE20800	online	48.20	-	48.20
CW and GVH (Hall hire 16 th July 2026 Council meeting)		online	30.00	-	30.00
Hugo Fox(Website host July 2026)	JWZ2J9Q	Direct debit	19.99	4.00	23.99 - paid
Total			£290.95	£4.00	£294.95

Income Received – £ Nil

Other Issues – None

[illegible]

[illegible]

Totals			3504.68	1100.00	558.05	674.68	60.00
Income	2026-7						
20.04.26	1st precept payment	CCDC	April				£ 6,703.50
21.04.26	Payment refunded	CEG	April				£ 192.76
07.05.26	Payment refunded	SPCA	May				£ 367.42
October	2nd precept payment		October				
	VAT Refund	HMRC	August				
	TOTAL						£ 7,263.68

Cash Book Reconciliation		
B/FWD		£ 25,742.59
	Plus Income	£ 7,263.68
	Total	£ 33,006.27
	Less Expenditure	£ 3,504.68
	TOTAL	£ 29,501.59

Bank Reconciliation		
Current Account		£ 30,083.63
Total		£ 31,032.96

[illegible]

[illegible]

[illegible]

Payment Cleared

[illegible]

[illegible]

[illegible]

RECEIPT AND PAYMENTS

Year to date 1st April to

30th June 2026

	<i>Budget 2026-27</i>	<i>Current year under s137</i>	<i>Current year other powers</i>	<i>Year to date 30th June 2026</i>
RECEIPTS				
Precept	£13,407			£6,703.50
VAT Refund				
Other Income				£560.18
Total Income	£13,407			£7,263.68
PAYMENTS				
Salaries	£2,920	-	£674.68	£674.68
Other overheads (note 1)	£5,620	-	£2,075.55	£1,424.86
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		-	£1,100.00
Total Expenditure	£ 20,830.00	-	£3,055.37	£3,504.68
RECEIPTS LESS PAYMENTS	-£7,423	s137	other powers	£3,759.00
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			£3,759.00
Total reserves end of year c/f	£18,320			£29,501.59

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

£ 11.10
 £ 8,880.00
 £ -
no

CANNOCK WOOD PARISH COUNCIL
NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNT

	Budget 2026-27	Current year under s137	Current year other powers	Year to date 30th June 2026
1 Overheads				
Staff Costs	£2,920		£674.68	£674.68
Insurance	£575		£558.05	£558.05
Room hire			£60.00	£60.00
Subscriptions	£375		£734.84	£734.84
Website, emails and domain names			£71.97	£71.97
Internal audit	£500		-	-
Other	£1,250		-	-
	£5,620		£2,099.54	£2,099.54
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>	£7,000			£28.56
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>	£1,250			
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>	£1,500			
Community events total	£1,500	-	£237.08	£237.08
5 Grants				
Village Hall				£500.00
Playing Field				-
First responders/hospices				-
Midsummer Fair				-
Welfare committee Xmas meal (grant)				-
<i>Other grants (unspecified)</i>	£1,000			£600.00

Other grants total

£1,000	-	-	£1,100.00
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