

Cannock Wood Parish Council



DRAFT Minutes of the Council Meeting held on Thursday 20th March 2025 commencing at 7.30pm at Cannock Wood and Gentleshaw Village Hall Buds Road Cannock Wood

PRESENT: Councillors: Sue Janes (Chairman), Steve Wroe (Vice-chairman), Avril Green, Fiona McMulkin, Elizabeth Whiteley, Paul Thomas, County Cllr.Phil Hewitt, District Cllr. Andrea Muckley.

IN ATTENDANCE: Clerk Chris Gracey.

The Chairman Cllr. Sue Janes welcomed Members to this month's council meeting, sincere wishes go to Cllr. Pat Ansell whose husband has passed and the funeral was held today, we are all thinking of her and her family today. She thanked County Cllr. Phil Hewitt for his kind invitation to his Unsung Heroes event and afternoon tea, and the certificate awarded to the parish council.

1. Minute number 435/2025: Apologies Cllr. Pat Ansell submitted apologies for tonight's meeting.

2.Minute number 436/2025 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 437/2025 Public participation

Minute number 437/2025/A Members of the public – none

Minute number 437/2025/B County Cllr's. Report. – Cllr. Phil Hewitt reported on the following:

Devolution – SCC want all of Staffordshire to be included in their Unitary Council except Stoke-on-Trent. There will be further elections in 2027 and the new council will commence in 2028.

Hollyhill Road – ditches have been cleared which should help with the flooding problem.

Cllr. Phil Hewitt left the meeting at 8.pm.

Minute number 437/2025/C District Cllr's Report. – Cllr. Andrea Muckley reported on the following:

Devolution as directed in the government's white paper, CCDC have considered the Unitary Council determined by the population for the area and whether Stoke-on-Trent is included or not.

Nr. 62 bus service stopped for over one week due to road signage stating that the road was closed and the closure was only a temporary measure directed by traffic lights, she asked County Cllr. Phil Hewitt to report the signage as being incorrect and confusing for the bus company.

4. Minute number 438/2025 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 20th February 2025.

Resolved: That the minutes of the meeting held on 20th February 2025 were accepted as a true and accurate record, proposed by Cllr.Avril Green seconded by Cllr. Sue Janes and carried.

5. Minute number 439/2025 matters arising - None

6. Minute number 440/2025 Highways & Maintenance – None

7. Minutes number 441/2025 To receive reports from Councillors who have attended outside meetings: All members of the council except Cllr. Fiona McMulkin, who had work commitments attended the Staffordshire County Council Unsung Heroes Award and afternoon tea event and received a certificate for the parish council.

8 Minute number 442/2025 Planning applications for consideration or determined

a)

Application No.	Location/address	Details of application	CWPC Comments/status
CH/25/0009	Woodland Cottage Chestall Park Canock Wood.	Erection of an orangery to the front elevation.	No objections but should present NHP CW4 heritage statement Refused 6 th March 2025
CH/25/0071	60 Hayfield Hill Canock Wood	Erection of an oak frame car port.	No objections - concerns that the proposed structure is significantly larger than the original garage that it replaces and is much higher.

9. Minute number 443/2025 Finance

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
20.03.25	001488	C E Gracey	February salary £233.60	-	186.80
20.03.25	001489	HMRC	PAYE March £46.60	-	46.80
20.03.25	001490	I Bradwell	Footpath clearance	-	126.00
20.03.25	001491	Staffordshire County Council	3 x CSW signs	-	59.94
20.03.25	001492	E A Roy	Website renewal 2025-26 hosting, support and maintenance	-	170.00
20.03.25	001493	E Whiteley	Plants for the triangle	-	122.45
20.03.25	001494	E Whiteley	AED Signage	19.66	117.98
20.03.25	001495	E Whiteley	Photographic competition costs	16.64	125.24
20.03.25	001496	CW and GVH	Balance of hall hire for 2024-25 (£6 for Sept and Nov, £30 for October cheque cancelled and not replaced, extra meeting in December)£30 2024	-	72.00
Total				£36.30	£1,026.91

20th March 2025

Canock Wood PC Minutes

Chair initials.....

Cllr. Avril Green 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) Financial Statement - 1st April to 28th February 2025

Bank Reconciliation		Cash Book Balance	
Current Account	£ 25,039.60	C/fwd(Incs) Election Reserves	29,151.29
Less Unpresented cheques	23.10	Receipts	13,091.48
		Payments	17,226.27
Total	£ 25,016.50	Balance @ 28th February 2025	£25,016.50

Financial statement – The clerk presented the financial statement for 28th February 2025 along with the bank statement at 28th February 2025 proposed by Cllr. Avril Green seconded by Cllr. Fiona McMulkin and carried.

d) Precept 2025-26 - CCDC were asked for an inflationary 2.6% increase in precept whereas the figure appearing on council tax bills is 5.7%. The discrepancy, which amounts to £1.33 per household is because the 'base' tax collected has reduced by 3% as more households in the Parish have become exempt from tax. This has required an additional % to be added to bring the total precept to that requested. It was agreed to more closely scrutinize the precept calculation in future years.

10. Minute number 444/2025 – Parking outside the school – No change to the inconsiderate parking, the clerk will ask Cllr. Phil Hewitt to follow up Clear Streets to attend.

Cllr. Elizabeth Whiteley reported that the double yellow lines on School Lane, which are in the parish of Longdon, are covered in mud and not visible, the clerk will notify LPC.

11. Minute number 445/2025 – Anti-social behaviour - None

12. Minutes number 446/2025 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

Invitation from SCC Chairman to an Afternoon Tea Event emailed to council 23rd February 2025.

SPCA Bulletin emailed to council 24th February 2025.

Police crime statistics for February emailed to council 6th March 2025.

SCC Emergency Road Closure Notice for Cumberledge Hill emailed to council 6th March 2025.

Chairman of SCC emailed a thank you for attendance at his Unsung Heroes award Afternoon Tea Event emailed to council 19th March 2025.

Outgoing Correspondence :

Confirmed details to SCC Afternoon Tea Event

13. Minute number 447/2025 – Environmental and Biodiversity – Nunswell – Sweeping the footpaths – Plants have been purchased for the triangle area.

14. Minute number 448/2025 – Community Events – Photographic Competition – 70 photographs have been submitted, voting has commenced online, the photographs will be displayed from 29th March until 16th April 2025, hard copy voting will be in the village hall and there will be 6 prizes for the winner and runners-up. It was agreed to purchase 'love to shop' vouchers for the prizes and the clerk will purchase the vouchers.

15. Minute Nr.449/2025 – Road safety in the parish – Speed Indicator Devices, posts - The SID's and the CSW signage are all in place, the SID's are working. A thank you letter to the local company who fitted both, free of charge, will be sent.

16. Minute Nr.450/2025 – Governance – Adopt guide to PC's on information provide under Model Guidance Publication Scheme - deferred until the next meeting.

17. Minute Nr. 451/2025 – Community/ Engagement/ Consultation/Survey - Bench and installation - Any further comments from residents on the action plan will be deferred until after the Annual Parish Assembly to be held on 17th April 2025 at 7pm.

Cllr. Sue Janes proposed the contractor to install the base for the new bench at a given cost of £1,500 along with the purchase of the Henley Wooden Bench at an approximate cost of £550 to be delivered to Cllr. Steve Wroe (Vice-chairman) until it is installed seconded by Cllr. Elizabeth Whiteley and carried.

18. Minute Nr.452/2025 – AED Maintenance on existing and other devices for the parish – The newly purchased AED has been installed at 58 Hayfield Road and is in commission and registered on the circuit, along with the AED at the Park Gate Inn. The third device will be fitted when the electrical work is complete at Uplands Close, which will mean that with the device at the village hall there will be 4 AED's in the parish.

19. Minutes Nr.453/2025 – Website – Meeting arranged with a local company for the 15th April 2025 to consider the future website and administrator.

20. Minute Nr.454/2025 – BKVC 2025 – Members discussed the feedback from last year's competition and agreed not to apply this year, and consider entry for 2026.

21. Minute Nr. 455/2025 — Spring Event – Everything is in place for the proposed Spring Event.

Summer Picnic – No volunteers have come forward as yet. Cllr. Elizabeth Whiteley proposed a local car boot with a less organised picnic event, members discussed the proposal but no conclusion was reached.

22. Minute Nr. 456/2025 – Unsung Heroes Award 2025 – The only proposals put forward are for two new volunteers who operate the barrier at Castle Ring and wish to remain unnamed, certificates will be generated for the annual assembly.

23. Minute Nr. 457/2025 - Items for Discussion and the Agenda for the next meeting:
20's plenty speed limit.

20th March 2025

Cannock Wood PC Minutes

Chair initials.....

24. Minute number 459/2025 – Date of the next meeting will be Thursday 17th April 2025 Annual Assembly at 7pm followed by council meeting at 7.30pm at CW and GVH Buds Road Cannock Wood.

The Chairman closed the meeting at 9.25pm