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 15th October 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

Prior to the commencement of the meeting at 7pm, the council are meeting with an applicant for co-option to the council, for an informal chat.

AGENDA

Welcome members.

1. **Apologies:** None
2. **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

3. **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 17th September 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
None				

11. Finance

a) Accounts paid and to be paid.

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Date	Cheque Number	Payee	Details	Amount	VAT
15.10.26	0nline	C E Gracey	Clerks October salary £248.96 gross	199.16	-
15.10.26	0nline	HMRC	Clerks October PAYE	49.80	-
15.10.26	0nline	CW and GVH	Hall Hire 15th October 2026	30.00	
15.10.26	DD	Hugo Fox	Website host September 2026 VAT Nr.	23.99	4.00
Total				**£ 302.95**	**£4.00**

c)To approve the income received –

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

1st April to 30th September 2026

Bank Reconciliation		Cash Book Balance	
Current Account	27,731.57	C/fwd(Incs) Election Reserves	£25,742.59
		Receipts	£ 7,850.54
		Payments	£ 5,861.56
Total	£27,731.57	Balance @ 30th September 2026	£ 27,731.57

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
Email from SPCA with planning briefing note emailed to council 9th October 2026.
Email from SPCA with briefing note on harassment emailed to council 9th October 2026.

Outgoing Correspondence :
Email to Applicant for co-option to the council regarding a pre-meeting on 15th October 2026.
Response to Council re donation to Christ Church Gentleshaw 9th October 2026.
Response to Suzanne Wyke SCC regarding interpretation boards on Nunswell sent 9th October 2026.
Response to SSW regarding Gentleshaw Reservior – plan for the future on the site

and public footpaths around the site that need attention.

15. Environmental and Biodiversity – Nunswell Park – Gentleshaw Reservoir
16. Community Events –
17. Road Safety in the Parish – SID data.
18. Policies to review and approve :

19. Casual Councillor Vacancy – co-option
20. Christmas Tree Event
21. Items for Discussion/Future Agenda items
22. Date of the next Council Meeting Thursday 19th November 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 17th September 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, Fiona McMulkin, Elizabeth Whiteley, Paul Thomas.

IN ATTENDANCE: Clerk Chris Gracey, District Cllr. Andrea Muckley and County Cllr. Rhys Mandry.

1.Minute number 760/2026: Apologies – None

2.Minute number 761/2026 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 762/2026 Public participation

Minute number 762/2026/A Members of the public – None

Minute number 762/2026/B County Cllr's. Report. – Cllr. Rhys Mandry reported on the following:

The speed count taken at Hayfield Hill junction Redmoor Lane to UK Architectural was taken during 12th – 19th August and recorded a maximum speed of 34.5 mph, the limit is 35mph.

Members asked about funding towards a highways survey on dropped kerbs at Park Gate Road – Buds Road – Sycamore Hill – Chestall Road to determine suitability and a quote, Cllr. Rhys Mandry enquired about a plan, the clerk will check and forward.

Minute number 762/2026/C District Cllr's Report. – Cllr. Andrea Muckley reported the following:

No council meeting during the Summer recess.

The Local Government Re-organisation has been paused for the present time.

The District Council are considering the funding of the refurbishment of the Prince of Wales Theatre in Cannock.

Beaudesert –

They are holding a community bonfire this year.

The organised walks have been a great success, with 400 visitors attending over the Summer period, and feedback was they were very interesting,they are recruiting Walk Leaders to continue.

CCDC have some funds available, Andrea will check how much

4. Minute number 763/2026 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 16th July 2026.

Resolved: That the minutes of the meeting held on* 16th July *2026 were accepted as a true and accurate record proposed by Cllr. Pat Ansell seconded by Cllr. Fiona McMulkin and carried.

5. Minute number 764/2026 matters arising - None

6. Minute number 765/2026 Highways & Maintenance – No road sweeping carried out, but as we are now in late September it would be best to leave it until late October and November when the leaves fall.

7. Minutes number 766/2026 Action Plan –

Dropped kerbs as discussed in item 3b.

Cllr. Elizabeth Whiteley reported that she had commenced the process of obtaining permissions to get the road closed for the Christmas Tree Event.

8. Minutes number 767/2026 To receive reports from Councillors who have attended outside meetings:

The Chairman attended the Village Hall meeting, discussions included fund raising to replace the roof section over the snooker hall and refurbishing the toilets.

9. Minute number 768/2026 Planning applications for consideration or determined

Application No.	**Location/address**	**Details of application**	**CWPC Comments/status**
CH/26/0140	Cairn Doon Buds Road Cannock Wood.	Proposed porch to the front.	No objections – approved 21st July 2026
CH/26/0203	Newlands Chestall Road Cannock Wood	Permission in principle for the erection of new dwelling.	Objections – Full refusal 27th July 2026
CH/26/0198	9 Bradwell Lane Cannock Wood.	Proposed single storey side extension.	Approved 2nd Sepember 2026
CH/26/269	Mount Pleasant Chapel Lane Cannock Wood.	Partial demolition of existing house and garage,	No objections – comments included the planting of native

		and construction of new two storey extension and new garage with new retaining walls.	tree to replace a tree removed to facilitate the development.

10. Minute number 769/2026 Finance

a) To approve the National Pay Award 1st April 2026 – 31st March 2027 – proposed by Cllr. Sue Janes (Chairman) and Cllr. Pat Ansell and carried.

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

Date	online	Payee	Purpose	VAT	Amount
17.09.26	Online	C E Gracey	September salary + backpay £248.96 + £40 backpay	-	231.16
17.09.26	Online	HMRC	September PAYE	-	57.80
17.09.26	Online	CW +GVH	Hall hire 17/09/26	-	30.00 - paid
17.09.26	DD	Hugo Fox	Website hosting July 2026	4.00	23.99
17.09.26	DD	Hugo Fox	Website hosting August 2026	4.00	23.99
17.09.26	DD	Hugo Fox	Website hosting September 2026	4.00	23.99
17.09.26	Online	Netwise UK	Renewal domain name + email accounts VAT 374 875 742	50.40	302.40 - paid
17.09.26	Online	Advanced Electrical Ltd	Replace defib damaged cabinet VAT 161 450 141	32.00	192.00 - paid
17.09.26	Online	Greenhill Nursery	Replace damaged planter	-	170.35 - paid
17.09.26	Online	ICO	Renewal 2026-27	-	47.00
17.09.26	Online	S Wroe	Scarecrow Festival item	-	88.93
				£90.40	**£1167.62**

Cllr. Fiona McMulkin proposed, seconded by the Cllr. Pat Ansell and carried, that the payments be approved and the ICO Renewal to be paid by direct debit. **Resolved: that the payments paid/ to be paid are approved and a direct debit payments for ICO.**

c) To approve income received – £1,047.04 VAT refund 2025-26

d) To approve the financial statements to 1st April to 31st July 2026

1st April to 31st July 2026

Bank Reconciliation		Cash Book Balance	
Current Account	27,996.70	C/fwd(Incs) Election Reserves	£25,742.59
		Receipts	6,703.50
		Payments	4,449.39
Total	£27,996.70	Balance @ 31st July 2026	£27,996.70

To approve the financial statement 1st April to 31st August 2026

1st April to 31st August 2026

Bank Reconciliation		Cash Book Balance	
Current Account	£28,180.45	C/fwd(Incs) Election Reserves	£25,742.59
		Receipts	7,850.54
		Payments	5,412.68
Total	£28,180.45	Balance @ 31st August 2026	£28,180.45

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

11. Minute number 770/2026 – Parking outside the school – Work still on going at the corner Buds Road.

12. Minute number 771/2026 – Anti-social behaviour on the playing fields/village hall and Parish – A resident emailed about the problem of vehicles being park at the entrance to the SSW, she reported that there a number of vehicles were there at any one time and when they leave there is evidence of drug use and litter. The clerk will pass the comments to the PCSO for the area.

13. Minutes number 772/2026 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

Email from CCDC about CILS fund emailed to council 14th August 2026.

SPCA calling for evidence for Local Government Re-organisation emailed to council 14th August 2026.

Email from resident re AED cabinet at the village hall, comments about the installation of the replacement cabinet, comments and photos passed on to the contractors that carried out the work 24th August 2026.

CCDC emails re: Nunswell Park proposed bird and bat boxes response emailed to council 24th August 2026.

SPCA details of National pay award for clerks 1st April to 31st March 2027 emailed to council 29th August 2026.

Staffordshire Federation of Women's email will details of a forthcoming Wellness Women Day emailed to lady councillors 10th September 2026.

Email from CCDC Councillor with comments about planning decisions emailed to council 10th September 2026.

Email from SPCA with details of NHP Survey emailed to council 10th September 2026.

Email from SPCA with details of a 2nd response from SCC about the pausing of SID installation permission emailed to council 10th September 2026.

Email from SPCA with details of council tax data across Staffordshire for information emailed to council 10th September 2026.

Email from CCDC with confirmation that we may co-opt to fill our Casual Councillor

Vacancy emailed to council 10th September 2026.

SPCA notification that the LGR has been paused for the present time, emailed to council 10th September 2026.

SPCA email with details of Staffordshire Local Council Conference 2026 emailed to council 10th September 2026.

Outgoing Correspondence :

Email to CCDC re noise nuisance from Public House in Cannock Wood 13th August 2026.

Report to local PCSO about electric bike nuisance 13th August 2026.

SCC response to SID approval suspension 13th August 2026.

CCDC re: change of Planning + Infrastructure Act 2025 objections 13th August 2026.

Suzanne Wyke CCDC re: Nunswell plans bird and bat boxes 13th August 2026.

CCDC Election Services notification of casual vacancy 13th August 2026.

CCDC Development Services query on CH/26/198

CCDC CIL payments response 10th September 2026.

14. Minute number 773/2026 – Environmental and Biodiversity – Nunswell –

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

15. Minute number 774/2026 – Community Events – Christmas Tree Event – as discussed permission to close the road has been submitted and Cllr. Elizabeth Whiteley has been collecting the permissions from our partners and residents. The tree has been ordered for delivery on the 27th November 2026. The electrical connection box is to be checked and the clerk will get a quote for the work.

16. Minute Nr.775/2026 – Road safety in the parish – SID data to be obtained and published quarterly.

17. Minute Nr.776/2026 – Policies to be reviewed and approved –

Financial Regulations

Standing Orders

Grievance Policy

Disciplinary Policy

Training Policy

Code of Conduct

Document Retention Policy

Risk Assessment

All policies proposed approval by Cllr. Fiona McMulkin seconded by the Chairman and carried

18. Minute Nr. 777/2026 - Items for Discussion and the Agenda for the next meeting –

Christmas Tree Event.

19. Minute number 778/2026 – Date of the next meeting will be Thursday 15th October 2026 7.30pm at CW and GVH Buds Road Cannock Wood.

The Chairman closed the meeting at 8.45pm.

Cannock Wood Parish Council

Accounts for Payment 15th October 2026

The Parish Council are asked to approve the following accounts for payment at their meeting on 15th October 2026:

C E Gracey (Clerk's October salary £248.96)		online	199.16	-	199.16
HMRC(Clerk's October PAYE £49.80)	475/WE20800	online	49.80	-	49.80
CW and GVH (Hall hire 15th October 2026 Council meeting)		online	30.00	-	30.00
Hugo Fox(Website host September 2026)	JWZ2J9Q	Direct debit	19.99	4.00	23.99
Total			**£298.95**	**£4.00**	**£302.95**

Income Received – £ nil

Other Issues – None