

Cannock Wood Parish Council



DRAFT Minutes of the Virtual Council Meeting held on Thursday 10th December 2020 commencing at 7.30pm

PRESENT: Councillors P. Ansell (Chairman) K. Salter (Vice-Chair), I. Bamford, F. Frison, A. Green, S. Janes, R. Poynton

IN ATTENDANCE: District Cllr. Andrea Muckley, County Cllr. P.Hewitt, Chris Gracey Clerk, resident Elizabeth Whiteley.

The Chair welcomed everyone to the meeting and explained how the meeting would operate, delivered by ZOOM.

1.Minute number 69/2020: Apologies - None

2.Minute number 70/2020 Declarations of interest – Cllr. Avril Green declared a non-pecuniary interest in item 3a.

3.Minute number 71/2020 Public participation

Minute number 71/2020/A Members of the public – A resident commented on the proposed Neighbourhood Plan and enquired if there was an update. Cllr. Kevin Salter (Vice-chairman) commented that the plan is in the How & What format, part 1 A grant of £2,500 is available to set up a Committee and put in place a structure to move forward in compiling the document. Any monies awarded need to be spent in the given financial year and accounted for accordingly.

The Chairman Cllr. Patricia Ansell commented that several parish councils formulating a Neighbourhood Plan, set up committees with residents & several council members, with a resident member looking after the financial records.

Minute number 71/2020/B County Cllrs. Report.- Cllr.Phil Hewitt commented that he had no further information on the drains on Buds Road.

Proposed double yellow lines opposite the school & going just around the corner of Buds Road was a matter of an on going consultation until 8th January 2021, many residents had expressed a positive opinion on the proposed work.

Minute number 71/2020/C District Councillors Report. – District Cllr. Andrea Muckley commented on the Christmas tree and congratulated the parish council, as she felt it was delightful and many residents had commented similarly. She passed on her good wishes for the forthcoming season & left the meeting.

4.Minute number 72/2020 To confirm and agree as a true record of the minutes of the previous Parish Council meeting held on 12th November 2020 proposed by Cllr. Avril Green seconded Cllr. Sue Janes & carried

Resolved: That the minutes of the meeting held on 12th November 2020 were accepted as a true and accurate record

5. Minute number 73/2020 Matters arising from the minutes of the previous meeting not on the Agenda.

Cllr. Kevin Salter (Vice-chairman) commented that the minutes, once approved by the Chairman & Members, should be posted on the website & the notice board within 7 days of the council meeting, proposed by Cllr. Kevin Salter (Vice-chairman) seconded by Cllr. Frans Frison & carried.

Resolved: That the minutes from council meetings should be approved by the Chairman & Members of the Council, and that the minutes should be posted as DRAFT minutes on the website & noticeboard within 7 days of the meeting.

Cllr. Ian Bamford commented on the overgrown hedgerow & enquired if the landowner had been contacted, the clerk replied that she had written to him and passed his details on to a SCC for them to write to him as well, as yet no reply has been received. A reminder will be sent by recorded delivery from the parish council and the clerk will contact SCC & ask them to remind the landowner. Cllr. Kevin Salter (Vice-Chairman) commented that he had visited the landowner but there was no one in.

6. Minute number 74/2020 To receive reports from Councillors who have attended outside meetings – The Chairman Cllr. Patricia Ansell commented that she had attended the SPCA Executive Committee meeting, and had been re-elected Chairman.

7. Minute number 75/2020 Planning applications for consideration or decided

Application No.	Location/address	Details of application	CWPC Comments	Status
None this month				

8. Minute number 76/2020 Finance

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

Date	Cheque Number	Payee	Purpose	Amount	Power
10.12.20	001157	Beaudesert S&RG Trust	Grant	£1193.00	
10.12.20	001158	CW&GVH	Grant	£2000.00	
10.12.20	001159	Treeway	Christmas tree	£ 450.00	
10.12.20	001160	Treeway	VAT on Christmas Tree	£ 90.00	
10.12.20	001161	K Salter	Reimbursement of skylift	£ 50.00	
10.12.20	001162	C E Gracey	Clerk's November Salary	£ 160.90	
10.12.20	001163	HMRC	Clerk's November PAYE	£ 33.20	

Cllr. Avril Green proposed seconded by Cllr. Richard Poynton & 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 30th November 2020 - No financial statement presented, as no November 2020 bank statement received. Members discussed the bank statement & commented that to determine control over the finances 2 signatories on the bank account should receive a copy of the monthly bank statement, which should be copied to the clerk, for reconciliation & filing accordingly. The clerk will write to the bank and ask for the 2 nominated signatories on the account to receive monthly bank statement.

d) Financial Regulations - reviewed – Cllr. Kevin Salter(Vice-chairman) commented on the RFO during the period when the parish council did not have a permanent clerk, and Cllr. Avril Green had been RFO. The Chairman commented that now a permanent clerk is in post, she is also the RFO, the financial regulations outline the Council's control of the finances and the method used to manage their financial duties. The finance regulations were proposed by Cllr. Avril Green seconded by Cllr. Sue Janes & carried.

Resolved: To approve the Financial Regulations as a policy document for 2020-21

e) Budget 2020-21 review - No comments

8.25pm Cllr. Avril Green declared an interest & left the meeting

f) To consider grant application for Cannock Chase Shed - The Chairman proposed a grant of £250.00 seconded by Cllr. Kevin Salter (Vice-chairman) & carried.

8.30pm Cllr. Avril Green returned to the meeting

Resolved: That a grant of £250 is paid to Cannock Chase Shed

e) To consider grant application for Beaudesert Outdoor Activity Centre – Additional information required, therefore this application is to be considered at the next meeting.

Resolved: To consider this application at the next meeting.

9. Minute number 77/2020 Christmas Tree Update – The Chairman commented that she has switched on the lights with a few residents in attendance, the tree looked very nice and residents comments were positive, well done to both councillors who has arranged the tree & erected it.

10. Minute number 78/2020 – Website / LOGO Review – Cllr. Frans Frison presented a compilation of various website companies, parish councils whose website had been reviewed by them with the associated costs. Members discussed the sites & costs and agreed that all the companies had points which together would produce a useful, user friendly website at a reasonable cost. Cllr Frans Frison will produce a summary of the preferred points and ask companies to quote, for consideration at the next meeting.

LOGO - Members discussed the logo and agreed to leave it at this present time until the website is reviewed and then consider any changes.

11. Minute number 79/2020 - Items for Discussion & the Agenda for the next meeting.

Election of Chairman/Vice-chairman

Website

Budget 2021-22

Precept 2021-22

11. Minute number 80/2020 Date of the next meeting

Resolved: The next meeting will be Thursday 14th January 2021 @ 7.30pm delivered by ZOOM

There being no other business the meeting closed at 9.10pm

The Chairman wished everyone Merry Christmas & a happy new year.