

Cannock Wood Parish Council



DRAFT Minutes of the Virtual Council Meeting held on Thursday 11th March 2021 commencing at 7.30pm

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

IN ATTENDANCE: Resident Elizabeth Whiteley. Clerk Chris Gracey

The Acting - chair Cllr. Sue Janes opened the meeting & welcomed everyone to the meeting.

1. Minute number 117/2021 Acting Chairman – Cllr. Sue Janes will chair this meeting.

2. Minute number 118/2021 : Apologies – County Cllrs. Bryan Jones & Phil Hewitt both submitted apologies, due to a prior engagement & submitted a monthly report for Council's consideration.

3. Minute number 119/2021 Declarations of interest – Cllr. Patricia Ansell declared a non-pecuniary interest in item 17.

4. Minute number 120/2021 Public participation

Minute number 120/2021/A Members of the public – No Comments

Minute number 120/2021/B County Cllrs. Report.- None present, report on highways matters submitted to be read out during item 7.

Minute number 120/2021/C District Councillors Report. – None

5. Minute number 121/2021 To confirm and agree as a true record of the minutes of the previous Parish Council meeting held on 11th February 2021

Resolved: That the minutes of the meeting held on 11th February 2021 were accepted as a true and accurate record proposed by Cllr. Kevin Salter (Vice-chairman) seconded by Cllr. Pat Ansell & carried.

6. Minute number 122/2021 Matters arising from the minutes of the previous meeting not on the Agenda – Cllr. Frans Frison commented on the overgrown hedgerow on Buds Road which still remains uncut. Members discussed the problem & agreed to forward the details to Staffordshire CC.

7. Minute 123/2021 Highways & Maintenance - The clerk read out the report:

Drains – Hayfield Hill junction Sycamore Hill – 3 cleared 1 outstanding – work to be done as soon as possible.

Hollyhill Road (Bob) – Bob's house was visited, a dye has been put down the drain to track the water across the field and check for leaks. Waiting for a root cutter, which will be sent down the pipes to clear them.

Resident issue – Chestall Road – Speeding traffic, there are some small things that can be done, but this will have to wait now until after the election & the new budget.

Two potholes have been reported at the junction of New Hayes Road near Windmill Garage and a further one down from Castle Ring, the one with a cone inside it.

8. Minute number 124/2021 To receive reports from Councillors who have attended outside meetings – Cllr. Pat Ansell attended a SPCA Meeting to discuss staffing issues.

9. Minute number 125/2021 Planning applications for consideration or decided

Application No.	Location/address	Details of application	CWPC Comments	Status
CH/21/00101	Cairn Doon Buds Road Cannock Wood	Proposed porch & single storey front extension, single storey rear extension	No objections	

Cllr. Ian Bamford commented that planning application CH/21/0015 Change existing conservatory to an orangery at Castle Ring Lodge Castle Ring has been approved. Cllr. Sue Janes (Acting-chairman) commented that a property at the top of Chestall Road has made some hard standing on the paddock next to his property, to store large vehicles. Members discussed the area and agreed to monitor the situation.

10. Minute number 126/2021 Finance

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
11.03.2021	001170	C E Gracey	February salary	-	£160.90
11.03.2021	001171	HMRC	February PAYE	-	£ 33.20

Cllr. Avril Green proposed seconded by Cllr Pat Ansell & carried, that the payments be approved.

Resolved: That the payments paid & to be paid are approved.

b) To approve income received – £125.20 29th January 2021 VAT Refund proposed by Cllr. Kevin Salter(Vice-chairman) seconded by Cllr. Avril Green and carried.

c) Financial Statement 1st April to 28th February 2021 – proposed by Cllr. Pat Ansell seconded by Cllr. Richard Poynton and carried.

Bank Reconciliation @ 28th February 2021

Current Account	29,948.14	C/Fwd (incs. Election Reserves)	12,461.34
Deposit Account	4,247.71	Receipts	29,379.35
Less unpay.cheques	_____	Payments	<u>7,644.84</u>
Balance @ 28.02.21	<u>£34,195.85</u>	Balance @ 28.02.21	<u>£34,195.85</u>

d) To consider CILS Money – Members agreed to use this money towards the cost of cleansing & clearing the gullies throughout the Parish at a total cost of £6,000 which would be reserved at the end of the financial year 31st March 2021.

e) Earmarked & reserve funds @ 31.03.21 – NHP £5,300, Gully cleansing £6,000, Website review £1,500, CCTV @ CW&GVH £2,500, Christmas Tree £1,500, Elections £4,247.71 totalling £21,047.71

f) Consider grant application for Burntwood First Responders Members agreed to award the full amount requested of £407 proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

g) Approve Internal Auditor for 2020-21 Members agreed to use the present Internal Auditor Sandie Morris Black Rose Solutions proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

11. Minute number 127/2021 – Parking outside the school - Nothing to report

12. Minute number 128/2021 – Neighbourhood Plan – Cllr. Kevin Salter (Vice – chairman) commented that due to the disappointing result from the notices placed on social media, he asked Members to consider sending out a flyer to all households in the Parish, at an approximate cost of £300, Members agreed proposed by Cllr. Sue Janes (Acting-chairman) seconded by Cllr. Pat Ansell and carried. Cllr. Ian Bamford commented that it

may be prudent to leave delivering the flyer until the Summer and consider the results at the September meeting, this was agreed.

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13. Minute number 129/2021 – Anti-social behaviour on the playing fields – Nothing to report

14. Minute number 130/2021 – Website Review - Cllr. Frans Frison commented on the proposal document presented by Mr. Eric Roy and the summary of the summary of the proposal document forwarded to Council for consideration. Members agreed to proceed proposed by Cllr. Kevin Salter (Vice-chairman) seconded by Cllr. Ian Bamford and carried. Members thanked Cllr. Frans Frison for all his help & assistance in this matter and agreed a total spend of £1500 to be earmarked at 31st March 2021. The clerk will write formally & include a purchase order to the website provider.

15. Minute number 131/2021 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

- Email from resident with information on the HGV's using Holly Hill Road emailed to Council 12th February 2021
- Grant application from Burntwood First Responders emailed to Council 25th February 2021
- Additional information from Burntwood First Responders emailed to Council 2nd March 2021

16. Minutes number 132/2021 – Gully Cleansing – Road Sweeping – Cllr. Kevin Salter (Vice-chairman) & Cllr. Ian Bamford outlined the proposal to cleanse the gullies in May & October, prior to the work as advised by the contractor, the roads will be swept to ensure they are clear prior to using the gully machine. Cllr. Kevin Salter (Vice-chairman) commented that once the gullies are cleansed we will get a good idea on the infrastructure of the drain system. Members discussed the work and agreed to use the CILS money as part of the cost. Cllr. Pat Ansell commented that she agreed but noted that we are taking on work which is the responsibility of Staffs CC. The work was proposed by Cllr. Kevin Salter (Vice-chairman) seconded by Cllr. Ian Bamford & carried at a total cost of £6,000 to be earmarked at the end of financial year 31st March 2021. The clerk will write to the contractor confirming the details and include a purchase order number. She will also contact our County Cllrs. Bryan Jones & Phil Hewitt to arrange the details agreed about the use their tablet to update their system of the gullies cleared and noting the ones that need additional remedial work. Cllrs Kevin Salter (Vice-chairman) & Ian Bamford will monitor the progress of work onsite on the days the work is being done.

17. Minutes number 133/2021 – CCTV for CW&GVH – Cllr. Kevin Salter (Vice-chairman) had obtained a quote for £2500 to install the CCTV, the funds will be earmarked at the end of the financial year 31st March 2021, proposed by Cllr. Kevin Salter (Vice-chairman), seconded by Cllr. Richard Poynton & carried. Cllr. Pat Ansell declared a non-pecuniary interest & refrained from commenting or voting.

18. Minute Number 134/2021 – Christmas Tree for 2021 – Members agreed a total spend of £1,500 to include new lights, tree & fixing, proposed by Cllr. Avril Green seconded by Cllr. Sue Janes (Acting-chairman) & carried, this amount will be earmarked at 31st March 2021

19. Minute number 135/2021 - Items for Discussion & the Agenda for the next meeting
Cllr. Ian Bamford commented about the loss of water supply & low pressure in the area and asked the clerk to write to STW about the problem.

20. Minute number 136/2021 Date of the next meeting: 8th April 2021

Resolved: The next meeting will be Thursday 8th April 2021 @ 7.30pm delivered by ZOOM

The Acting-chairman Cllr. Sue Janes dismissed the public and meeting went into closed session to discuss item 21