



CANNOCK WOOD PARISH COUNCIL

You are hereby summoned to attend a virtual meeting by Zoom of the Parish Council to be held at 7.30pm on Thursday 11th March 2021.

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.

To Join the Zoom Meeting
Meeting ID: 850 7940 3132
Password: 057880

For the foreseeable future, it is proposed that this Parish Council uses “Zoom” to conduct remote meetings. Should a member of the public wish to observe the meeting it is requested that they contact the parish Clerk by email at parish.council@cannockwood.org for further guidance.

Remote Meetings Protocol

IMPORTANT

Members of the Public should be aware that the Parish Council Meeting will be recorded.

In order to ensure that the meeting is conducted in an orderly and lawful manner, members of the public wishing to observe the Meeting **MUST WITHOUT FAIL OBSERVE THE FOLLOWING RULES.**

On Joining the Meeting:

1. MUTE your microphone (SWITCH OFF).
2. Enable video (if you have it).

During the Meeting.

1. DO NOT SWITCH ON YOUR MICROPHONE UNTIL REQUESTED TO DO SO BY THE CHAIRMAN.
2. DO NOT attempt to speak until the Chair asks you to speak
3. If you wish to speak be aware that you will be required to:
 1. Provide your name
 2. Confirm whether you are a registered Elector of Cannock Wood Parish.
 3. If you are not a registered elector as in 3 (2) above, you will need to state the basis on which you are raising the issue.

4. In order to comply with the General Data Protection Regulations embodied in the Data Protection Act 2018 ('the Act') members of the public when speaking **MUST NOT** provide information that either directly or indirectly identifies any individual.

Further Information

Members of the public should be aware that any issues raised at the remote meeting by them under Public Speaking will not be commented on or debated by the Parish Council during the remote meeting. The Chairman will indicate if the issue will be added to a future agenda.

AGENDA

TO CONSIDER A RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) To exclude the Public and Press from this part of the meeting Item.23

1. **Welcome**
2. **Acting –Chairman** - Cllr. Sue Janes
3. **Apologies**
4. **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
5. **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.
7. **Minutes** - To approve the minutes from the meeting held on the 11th February 2021 delivered by Zoom, as a true and correct record and **will be signed by the Chair at a later date**.
8. **Matters Arising from the Previous Meeting Not on the Agenda**
To discuss items from the minutes not covered on the Agenda
9. **Highways & Maintenance – potholes – hedgerows**
10. **To receive reports from Councillors who have attended outside meetings.**
11. **Planning Applications for consideration and ratification**

Application No.	Location/address	Details of Application	CWCP comment	Status
------------------------	-------------------------	-------------------------------	---------------------	---------------

CH/21/0101	Cairn Doon Buds Road Cannock Wood	Proposed porch & single storey front extension & single storey rear extension		
------------	--------------------------------------	--	--	--

12. Finance

a) Accounts paid and to be paid.

Date	Cheque Number	Payee	Details	Amount
11.03.21	001170	C E Gracey	Clerk's February salary 15hrs	£160.90
11.03.21	001171	HMRC	Clerk's February PAYE	£ 33.20

b) To approve the income received – £125.20

c) To approve the financial statement 1st April to 28th February 2021

Bank Reconciliation		Cash Book Balance	
Current Account	29,948.14	C/fwd(Incs. Election Reserves	12,461.34
Reserve Account	4,247.71	Receipts	29,379.35
Less unrepresented cheques		Payments	7,644.84
<u>Total</u>	<u>£34,195.85</u>	<u>Balance @ 28th February 2021</u>	<u>£34,195.85</u>

- d) Consider CILS Money spend – within the community
e) Earmarked & Reserves Fund @ 31.03.21- to include £5000 for NHP & £4247.71 for Elections
f) Consider Grant Application from Burntwood First Responders
g) Approve Internal Auditor for year end 2020-21

13. Parking outside the school

14. Neighbourhood Plan

15. Anti-social behavior on the playing fields

16. Website review

17. Gully cleansing & road sweeping

18. 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

19. CCTV for CW & GVH

20. Christmas Tree 2021

21. Items for Discussion/Future Agenda items,

22. Date of the next Zoom Parish Council Meeting Thursday 8th April 2021

To exclude the Public and Press from this part of the meeting

23. Staffing Matters

I hope you will be able to attend the meeting

Kevin Salter Acting - Chairman

