



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 10 September 2020.

If members of the public have a question/query or wish to give a report to the Parish Council. Please contact the Acting 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:

Password:

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 Acting 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

1. Welcome and Apologies

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

4. Minutes

To approve the minutes from the meeting held on the 6 August 2020 by Zoom, as a true and correct record and **will be signed by the chair at a later date**

5. Matters Arising from the Previous Meeting Not on the Agenda

To discuss items from the minutes not covered on the Agenda

6. Planning: Applications for Consideration or Decided

Applications for consideration or decided

Application No.	Location/address	Details of application	CWPC Comments	Status
CH/20/301	72 Hayfield Hill Cannock Wood, Rugeley, WS15 4RS	Proposed first floor side extension		Undecided
CH/20/199	Bellscale How, Chapel Lane	New pitched roof over dwelling with reduced ridge height		Approved

7. Councillors Reports

To receive reports from Councilors who have attended outside organization.

- 8. To consider the parking outside of the school.
- 9. To consider Highways and maintenance.
- 10. To consider the proposed Neighbourhood Plan.

11. Christmas 2020.

To consider ordering a Christmas tree.

12. Finance

- a) Accounts paid and to be paid.

Date	Cheque Number	Payee	Purpose	Amount	Power
10.09.2020		W.Hollinshead	Reimburse printing costs for NP flyers	44.16	
10.09.2020		W.Hollinshead	Clerk salary March-Sept 2020	330.00	

- b) Grant application from **Beaudesert Sports Field and Recreational Trust**
- c) To approve the financial statement for year to 5 September 2020

13. Items for Discussion/Future Agenda items

14. To consider the complaint to Yorkshire Bank

15. To consider a resolution under the Public Bodies (Admission to Meetings Act 1960) to exclude members of the Public

To consider the terms of appointment of a new Parish Clerk

16. Date of the next Zoom Parish Council Meeting to be confirmed.

I hope you will be able to attend the meeting

Patricia Ansell Chairman
Cannock Wood Parish Council