

# Cannock Wood Parish Council



DRAFT Minutes of the Council Meeting held on Thursday 21<sup>st</sup> October 2021 commencing at 7.30pm at Cannock Wood & Gentleshaw Village Hall Buds Road Gentleshaw.

**PRESENT:** Councillors: Sue Janes (Chairman) Ian Bamford(Vice-chairman) , Frans Frison, Pat Ansell, Kevin Salter, Avril Green, Richard Poynton

**IN ATTENDANCE:** District Cllr. Andrea Muckley Clerk Chris Gracey, & 5 residents

**The Chairman Cllr. Sue Janes opened the meeting & welcomed everyone to the meeting.**

**1.Minute number 246/2021 : Apologies –** County Cllrs. Phil Hewitt & Johnny McMahon

**2.Minute number 247/2021 Declarations of interest –** Pat Ansell, Sue Janes(Chairman) & Richard Poynton declared a non-pecuniary interest in item 10d.

**3.Minute number 248/2021 Public participation**

**4.Minute number 249/2021/A Members of the public –** No comments

**Minute number 250/2021/B County Cllrs. Report –** In the absence of the county councillors a report was submitted & read out:

Parking outside the school – County Cllr. Phil Hewitt has request a visit by Clear Streets to enforce the double yellow lines. **Cllr. Ian Bamford (Vice-chairman) commented that a visit had occurred, parking incorrectly, was not a problem.**

Walk around the parish to consider highway problems – Cllr. Phil Hewitt has postponed this visit for a few weeks, due to injury.

Small grants available for groups to assist with start ups following the pandemic – Forms available through 2021 Community Fund – Staffordshire County Council, the form needs to be supported by a county councillor.

**Minute number 251/2021/C District Councillors Report. –** District Cllr. Andrea Muckley commented on the following:

Successful litter pick at Castle Ring with a group of volunteers, next planned litter pick 31<sup>st</sup> October 2021 meeting at 10.00am.

Planning Meeting protocol – It was suggested to reduce the about time allowed for attendees to speak from 10 minutes to 5 minutes, this was declined and remains at 10 minutes.

Covid 19 update – Numbers infected are high in parish, boosters are now available at the walk in centres nearest is the Roman Way open at the week-ends.

Heritage Day a free day out in Rugeley town centre with stalls, children entertainment & a free lunch available, details on Rugeley Town Council website & facebook, sponsored by Zero Carbon Rugeley.

Parks & Openspaces – hedgerow cutting to commence this coming week.

**5. Minute number 252/2021 To confirm and agree as a true record of the minutes of the previous Parish Council meeting held on 16<sup>th</sup> September 2021**

**Resolved:** *That the minutes of the meeting held on 16<sup>th</sup> September 2021 were accepted as a true and accurate record* proposed by Cllr. Kevin Salter seconded by Cllr. Avril Green & carried.

**6. Minute number 253/2021 Matters arising from the minutes of the previous meeting not on the Agenda – None**

**7. Minute 254/2021 Highways & Maintenance** - Cllr. Ian Bamford (Vice-chairman) commented on the following work:

Pothole work on Buds Road & Hayfield Hill outstanding.  
 Castle Ring - pothole work complete.  
 Hedgerow work Buds Road outstanding.  
 2 lamp posts not work at the bottom of Buds Road.  
 Drainage work now complete, second round of cleansing planned for November 2021 date to be confirmed.  
 Grit bins – 7 out of 9 checked in need of filling for the winter.

**8. Minute number 255/2021 To receive reports from Councillors who have attended outside meetings** – Cllr. Pat Ansell attended the AGM of Staffordshire Playing Field Association, and was elected Vice-chairman for the coming year.

**9. Minute number 256/2021 Planning applications for consideration or decided**

Application No.	Location/address	Details of application	CWPC Comments
CH/21/0292	Land on Hollyhill Road	COU from stables to dwelling	Refused ( Inappropriate development in the green belt with no special circumstances)
CH/21/0326	23 Baden Powell Close Cannock Wood	Single storey, pitched roof, rear extension forming sun room	Approved
CH/21/0356	21 Baden Powell Close Cannock Wood	Single storey rear extension	Approved
CH/21/0406	31 Gilwell Road Cannock Wood	1 <sup>st</sup> floor ext. with roof amendments to include additional bedroom & en-suite	No objections
CH/21/0410	Cairn Doon Buds Road Cannock Wood	Non-material amendment install 2 high level obscure windows	No objections

**10. Minute number 257/2021 Finance**

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
21.10.21	001260	Tradewinds Europe Ltd	Christmas Tree Lights	31.95	191.70
21.10.21	001261	C E Gracey	Clerk's October salary	-	160.90
21.10.21	001262	HMRC	Clerk's PAYE	-	33.20
21.10.21	001263	C E Gracey	Reimbursement of ICO Subscription 2021-22	40.00	40.00

21.10.21	001264	EON	Electricity usage for Christmas Lights	0.57	33.80
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Cllr. Avril Green proposed, seconded by the Cllr. Pat Ansell & carried, that the payments be approved subject to the VAT on the electricity invoice being queried & resolved.

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

**b) To approve income received – None received**

**c) Financial Statement 1<sup>st</sup> April to 30<sup>th</sup> September 2021 – proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.**

**d) To consider Grant Application from CW&GVH - Cllr. Richard Poynton commented that 2 quotes have been obtained 1 written & 1 verbal, Members discussed the cost & agreed to fund 2/3rds of the total cost to replace the front door, which needs replacement as a matter of urgency, up to a total amount of £5,000 awarded. Council agreed that the work could commence and they would reimburse the hall once the final costs were known. Proposed by Cllr. Ian Bamford (Vice-Chairman) seconded by Cllr. Avril Green & carried.**

**e) To consider Grant application from Cannock Chase Shed - deferred until the next meeting, more information required.**

**11. Minute number 258/2021 – Parking outside the school – Discussed under item 251/2021/B**

**12. Minute number 259/2021 – Neighbourhood Plan – Cllr. Kevin Salter commented on derogatory comments made by residents, and asked the parish council to restate their commitment to developing a Neighbourhood Plan, a show of hands was carried out resulting in 6 for 1 abstaining.**

Cllr. Kevin Salter commented that the volunteer working group were working hard to move the NHP forward and named a resident in particular who he said, was the driving force. Members thanked the resident and the other volunteers from the working group. Cllr. Kevin Salter will be the Council's representative leading the group, he outlined the proposal in 3 phases, the 1<sup>st</sup> phase would cover setting up, appointing a consultancy & printing costs for leaflets. Council agreed that an amount of up to £5,000 has been earmarked for the NHP and confirmed that £1,000 would be available now to cover phase 1 costs. These monies will be held by the parish council and funds will be issued as required with the appropriate invoices. The NHP Forum will apply for grant funding to cover Phase 1 & 2, the form will be completed by volunteer members of the working group and signed by the Chairman of the council. Hall hire, website & wifi costs were discussed for future consideration.

**13. Minute number 260/2021 – Anti-social behaviour - None**

**14. Minute number 261/2021 – Website Review - Cllr. Frans Frison commented that reviewed site is live, there will be amendments over the next few months, with additions of various pages covering council documentation and a section on the NHP which will cover the progress of the group, the minutes from their meetings once approved by council and photographs.**

**15. Minutes number 262/2021 – Gully Cleansing – Road Sweeping – As discussed in item 254/2021**

**16. Minute number 263/2021 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:**

- Email from resident regarding the NHP emailed to council 17<sup>th</sup> September 2021
- SPCA Bulletin emailed to council 19<sup>th</sup> September 2021

- SPCA Invitation to a webinar emailed to council 19<sup>th</sup> September 2021
- SPCA Invitation to a webinar emailed to council 19<sup>th</sup> September 2021
- CCDC email re: fly tipping prosecution emailed to council 30<sup>th</sup> September 2021
- SPCA Bulletin emailed to council 30<sup>th</sup> September 2021
- Email from resident re: NHP expenses emailed to council 30<sup>th</sup> September 2021
- SPCA Training Newsletter emailed to council 4<sup>th</sup> October 2021
- SPCA Bulletin emailed to council 14<sup>th</sup> October 2021
- SPCA Invitation of Warwickshire Annual Conference emailed to Council 15<sup>th</sup> October 2021
- CCDC details of a fine for owner/dog misbehaviour emailed to council 15<sup>th</sup> October 2021

**17. Minutes number 264/2021 – CCTV for CW&GVH – Nothing to report**

**18. Minute number 265/2021 – Christmas Tree for 2021 –** Cllr. Kevin Salter commented that the electricity problem has now been sorted, the tree & the fencing has been ordered, for delivery on the 19<sup>th</sup> November 2021. Members discussed the event and agreed that this year it would take place at the tree site with Christmas carols, mince pies & mulled wine, Father Christmas to switch on the lights, wooden stars to be sold for hanging on the tree with personal décor and names, all proceeds to go to the Rugeley Halfway House, the refuge & Food Bank. The council thanked the resident for donating the stars.

9.12pm District Cllr. Andrea Muckley left the meeting

**19. Minute number 266/2021 – Defibrillator Training for Residents –** Deferred at the present time.

**20. Minutes number 267/2021 – Consider adoption of policies & post on the website –** Cllr. Sue Janes (Chairman) gave the existing policies to the clerk to update for consideration at a future meeting.

**21. Minutes number 268/2021 - Items for Discussion & the Agenda for the next meeting** - None

**22. Minute number 269/2021 Date of the next meeting :**

**Resolved: The next meeting will be Thursday 18<sup>th</sup> November 2021 @ 7.30pm at CW&GVH**

**The meeting ended at 9.25pm**