

Cannock Wood Parish Council



DRAFT Minutes of the Council Meeting held on Thursday 16th November 2023 commencing at 7.30pm at Cannock Wood and Gentleshaw Village Hall Buds Road Cannock Wood

COUNCIL MEETING

PRESENT: Councillors: Sue Janes (Chairman), Steve Wroe (Vice-chairman), Pat Ansell, Avril Green, Fiona McMulkin, Liz Whiteley

IN ATTENDANCE: Clerk Chris Gracey

The Chairman. Cllr. Sue Janes welcomed everyone to this month's council meeting.

1. Minute number 126/2023 : Apologies – County Cllr. Phil Hewitt and District Cllr. Andrea Muckley

2. Minute number 127/2023 Declarations of interest –

Cllr. Liz Whiteley declared a non-pecuniary interest in item 9.

The Chair reminded members to complete their Register of Interest form if there had been any changes to their circumstances, the clerk will send out the form.

The Register of Interest file for the NHP Working Group is held by the Chairman Cllr. Sue Janes.

3. Minute number 128/2023 Public participation –

Minute number 128/2023/A Members of the public – None

Minute number 128/2023/B County Cllrs. Report – None

Minute number 128/2023/C District Councillors Report. – In her absence Cllr. Andrea Muckley submitted the following report:

This month's litter pick is on Sunday 26th November at Hazel Slade Nature Reserve, meeting in the car park at 10am.

Residents will have noticed the leaflets through their door over the week regarding the brown bin scheme. The council would like to reassure the public that they can join at any time and, it may be more convenient for example, for some to pay in March when they are considering venturing out into their gardens as spring arrives. This would ease the financial concerns they may experience at this time of year. You can opt out at any time.

The December litter pick is due to take place at Prospect Village, Williamson Avenue on 31st December at 10am.

The coffee morning at Prospect Village Hall is now every week and everyone, from all four villages are welcome. Friday's 10-12 free hot drinks and lots of good conversation as well as weekly dominoes for anyone wishing to join in.

Minute number 128/2023/D Neighbourhood Plan – Cllr. Liz Whiteley reported that CCDC have accepted the final report, a referendum should take place by mid-January and Members discussed a neutral banner informing residents on ‘having you say’ and the date, this was agreed.

The Non-Designated Heritage Asset list will go onto the website.

5. Minute number 129/2023 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 31st October 2023.

Resolved: That the minutes of the meeting held on 31st October 2023 were accepted as a true and accurate record proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

6. Minute number 130/2023 Matters arising from the minutes of the previous meeting not on the Agenda

123/2023 read that Cllr. Avril Green had received an email regarding biodiversity and it should have been the Council received an email, the clerk will amend accordingly.

7. Minute number 131/2023 Highways & Maintenance - Cllr. Steve Wroe (Vice-chairman) reported that overgrown hedgerows that were noted on the recent highways walk about have not been attended to, the clerk will follow it up with highways.

Following a meeting with County Cllr. Phil Hewitt he reported that a solid yellow line may be suitable opposite the entrance to the village hall but he will confirm and will possibly have available funds from 1st April 2024.

8. Minutes number 132/2023 To receive reports from Councillors who have attended outside meetings –

Cllr. Pat Ansell attended the SPCA meeting, and through NALC will be visiting Westminster on the 29th November.

9 Minute number 133/2023 Planning applications for consideration or determined

Application No.	Location/address	Details of application	CWPC Comments/status
CH/23/0366	Parkside Farm Chapel Lane Cannock Wood	Extension to agricultural building	No Objections
CH/23/0368	13 Hayfield Hill Cannock Wood	Single storey rear extension, single storey front extension following demolition of porch, alterations to fenestration and external finishes and demolition of existing prefab garage.	No Objections

10. Minute number 134/2023 Finance

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
16.11.23	001389	C E Gracey	November salary	-	165.92
16.11.23	001399	Greenhill Nursery	Autumn planting	-	160.00
16.11.23	001400	CWandGH	Hall hire 16.11.23	-	24.00

16.11.23	001401	S Wroe	Pumpkin event Expenses	1.67	52.59
16.11.23	001402	C E Gracey	December salary	-	166.12
16.11.23	001403	HMRC	December PAYE	-	41.40
16.11.23	001404	Treeway	Christmas tree 2023	94.00	564.00
16.11.23	001405	HMRC	November PAYE	-	41.60
Total				£95.67	£1215.63

Cllr.Pat Ansell proposed, seconded by the Cllr. Avril Green and carried, that the payments be approved **Resolved: that the payments paid/ to be paid are approved.**

b) To approve income received – £6.165 2nd payment of precept proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

1st April to 31st October 2023 -

Bank Reconciliation		Cash Book Balance	
Current Account	38,301.89	C/fwd(Incs) Election Reserves	33,166.04
Reserve Account	4,247.71	Receipts	12,753.95
Less unpr cheque	6,228.37	Payments	9,598.76
<u>Total</u>	<u>£ 36,321.23</u>	<u>Balance @ 31st October 2023</u>	<u>£36,321.23</u>

c) Financial statement – The clerk presented the financial statement for 31st October 2023 along with the bank statement at 31st October 2023 proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

d) Approve Asset Register – proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

e) Approve brown bin license for community weed collection – agreed, Cllr. Steve Wroe (Vice-chairman) will organise a brown bin and the license.

11. Minute number 135/2023 – Parking outside the school – no comments

12. Minute number 136/2023 – Anti-social behaviour - no comments

13. Minutes number 137/2023 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

- SPCA details of LGA Pay Agreement 2023-24 emailed to council 14th November 2023

14. Minute number 138/2023 – Environmental Group – no comments

15. Minute number 139/2023 – Community Events – Cllr. Steve Wroe (Vice-chairman) reported on the pumpkin event which went well and raised £374 towards the new play area on the sports field.

The group are considering a Spring Event jointly with the Cricket Club in April or early May.

16. Minute Nr.140/2023 – Road safety in the parish – Cllr. Liz Whiteley reported that the group had operated 3 times since the last council meeting, several vehicles had been monitored driving in excess of 40mph.

17. Minute Nr.141/2023 – Unsung Heroes 2024 Award – The policy is to be amended to include any residents both inside and outside of the parish.

18. Minute Nr.142/2023 – Christmas Tree 2023 – The switching on of the lights will be Friday 24th November at 5.30pm. The police will be informed of the event.

19. Minute Nr.143/2023 - Post box for residents in CWandGVH – The Chairman confirmed that we have permission from the hall to put a post box outside the hall for residents use. The clerk will look for a post box, a budget of £100 was agreed.

20. Minute Nr.144/2023 - Adopt Code of Conduct – proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

21. Minute Nr. 145/2023 – Leaf Collection from the Various Footpaths within the Parish

It was agreed to get someone to sweep up the leaves, collect and bag them up and dispose of them. A part-time gardener was mentioned and it was agreed that the clerk would contact him and ask if he was interested in the work.

22. Minute Nr. 146/2023 – Repair to Noticeboard – The noticeboard is letting in water and the wood is very damp, it was agreed that the noticeboard would be removed and taken to The Cannock Shed for repair, Cllr. Avril Green will enquire if they can repair it.

23. Minute number 147/2023 - Items for Discussion & the Agenda for the next meeting

January meeting will include the approval of the Budget 2024-25 and set the Precept for 2024-25. The draft budget will be produced by the clerk and the calculation of the precept and distributed for consideration and review as soon as possible, with approval at the next meeting.

Co-option – a resident has submitted an application form for consideration, this has been distributed to members, and will be considered at the next meeting.

24. Minute number 148/2023 – Date of the next meeting will be Thursday 18th January 2024

Resolved: Council Meeting at 7.30pm at CWandGVH Buds Road Cannock Wood on Thursday 18th January 2024

The Chairman closed the meeting at 8.45pm