

Cannock Wood Parish Council

DRAFT Minutes of the Annual and Council Meeting held on Tuesday 18th May 2023 commencing at 7.30pm at Cannock Wood & Gentleshaw Village Hall Buds Road Cannock Wood



The Council is delighted to acknowledge the outstanding contribution made to the community in 2022-23 by a number of people. A certificate of thanks was presented to one recipient at the start of the meeting and the other certificates were delivered by hand by councillors in the following days. Well done to all our recipients.

ANNUAL MEETING

1. Chairman's Report for 2022-23

The Chair's report was read out at the Annual Parish Assembly, all Members received hard copies at this meeting.

2. Election of Chairman

Cllr. Avril Green proposed Cllr. Sue Janes as Chairman seconded by Cllr. Pat Ansell and carried.

3. Election of Vice-Chairman

Cllr. Sue Janes(Chairman) proposed Cllr. Steve Wroe as Vice-chairman, seconded by Cllr. Avril Green and carried.

COUNCIL MEETING

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

IN ATTENDANCE: District Cllr. Andrea Muckley, Clerk Chris Gracey, two residents

1. Minute number 22/2023 : Apologies – None

2. Minute number 23/2023 Declarations of interest – New forms and declaration of acceptance of office were completed by all members.

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 24/2023 Public participation

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Minute number 24/2023/A Members of the public – The two members of the public will reserve their right to speak if required when their planning application is discussed under item 9a.

Minute number 24/2023/B County Cllrs. Report – None

Minute number 24/2023/C District Councillors Report. Cllr. Andrea Muckley, new elected in the recent election, submitted her report :

Grass cutting has commenced for the season.

Revised wards will come into effect next year and, there will be a district election to fill the reduced seats numbers.

New boundary changes for Staffordshire County Council to be announced.

School parking - Inconsiderate parking has improved somewhat however where work is taking place on two houses on Buds Road, this is causing traffic holdups, although this will end as soon as the work is complete.

Minute number 24/2023/D Neighbourhood Plan – no comments

5. Minute number 25/2023 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 18th April 2023.

Resolved: That the minutes of the meeting held on 18th April 2023 were accepted as a true and accurate record proposed by Cllr Sue Janes (Chairman) seconded by Cllr. Avril Green & carried.

6. Minute number 26/2023 Matters arising from the minutes of the previous meeting not on the Agenda – None

7. Minute number 27/2023 Highways & Maintenance -

Cllr. Fiona McMulkin reported an accumulation of water at Gilwell Road junction HollyHill, the clerk will report to Cllr. Phil Hewitt.

Bradwell Lane – inconsiderate parking, a visit has been made by highways department and the problem has improved.

8. Minutes number 28/2023 To receive reports from Councillors who have attended outside meetings – None

9a. Minute number 29/2023 Planning applications for consideration or determined

Application No.	Location/address	Details of application	CWPC Comments/status
CH/22/0408	7 Park Gate Road Cannock Wood	Alteration of existing garage to form living accommodation, addition of porch and changes to elevation treatment with new windows and doors	Approved 28 th April 2023
CH/23/0112	3 Gilwell Road Cannock Wood	Conversion of single storey bungalow to a two storey dwelling with front extension.	Refused 20 th April 2023

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		Demolition of previous smaller extensions to rear and side. Resubmission of CH/22/0478	
CH/23/0166	Holly Lodge 9 Ivy Lane Cannock Wood	Proposed conversion of existing garage into family annexe resubmission of CH/22/0475	

The applicants of CH/23/0166 were present at council meeting, the development is to house a parent, who now lives in the main dwelling. Members discussed the application and agreed to ask planning department for a site visit and impose a planning condition that the annexe could not be sold individually from the main house.

9b Consideration for Written Procedure for Dealing with Planning Application and submission to the District Council.

Cllr. Steve Wroe presented his draft policy for adoption and uploading to the website, proposed by Cllr. Avril Green seconded by Cllr. Liz Whiteley and carried, subject to the necessary amendments.

10. Minute number 30/2023 Finance

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
18.05.23	001368	HMRC	Clerk's PAYE April	-	39.20
18.05.23	001369	C E Gracey	Clerk's May salary	-	141.12
18.05.23	001370	AJGallagher Insurance Ltd	Insurance renewal 2023-24	-	472.61
Total					£652.93

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

b) To approve income received – £6165.00 First payment precept proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

c) Financial statement – The clerk presented the Financial statement for April 2023 along with the bank statement at 30th April 2023 proposed by Cllr. Avril Green seconded by Cllr. Liz Whiteley and carried.

d) Consider to meet the cost of the paper for the printing of the newsletter – Members discussed covering the cost but questioned the lawfulness of the purchase, the clerk will ask the Internal Auditor for guidance, deferred until the next meeting.

e) Consider quotation for CCTV for CW&GVH - More information required contact the Chairman of the hall committee.

f) Approve AGAR 2022-23 – Annual Governance Statement, Accounting Statement & Notice of Exercise of Public Rights - Cllr. Liz Whiteley reported a correction required on the year end bank reconciliation and page 2 of the variances, subject to the amendments the document was proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

g) Change of bank mandate – Members agreed that changes would be made to signatures on the bank account, outgoing councillors would be removed and new signatures added with

visual access for the clerk, proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

11. Minute number 31/2023 – Parking outside the school – as mentioned in the District Councillors report.

12. Minute number 32/2023 – Anti-social behaviour - None

13. Minutes number 33/2023 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

- Email from Burntwood First Responders regarding a AED & cabinet emailed to council 9th May 2023 **It was agreed to accept the gift of the AED & cabinet for the community of Cannock Wood and the location of the sighting would be the Park Gate PH subject to permission from the brewery and the landlord, the clerk will contact both.**
- SPCA Bulletin emailed to council 11th May 2023
- CCDDC acknowledgement of the ACV Application emailed to council 17th May 2023
- SPCA Bulletin emailed to council 17th May 2023
- Response from Amanda Milling MP re: NHP letter of complaint emailed to council 17th May 2023

14. Minute number 34/2023 – Climate Change – Environmental Group -Cllr. Liz Whiteley reported that the group are considering setting up walking routes around the parish, five short routes. She has sourced possible funding through CC AONB for amounts up to £500 and for larger projects amounts up to £5,000, the Chairman proposed the application for funding for the project, seconded by Cllr. Avril Green and carried.

15. Minute number 35/2023 - – Community Events – The Chairman reported that the Summer Picnic arrangements are being made with a further meeting planned. Summer Fete arrangements on going.

16. Minute Nr.36/2023 – Road safety in the parish – Cllr. Steve Wroe(Vice-chairman) commented that there had been previous discussions in the past to appoint a councillor to look at traffic calming options. Members asked the clerk to confirm the number of volunteers that have come forward to operate the Community Speed Watch.

17. Minute Nr.37/2023 – Results of Staffordshire Wildlife Trust Survey – more information at the next meeting.

18. Minute Nr.38/2023 – ACV Nunswell Park – An acknowledgement has been received from CCDDC for the application.

19. Minute number 39/2023 - Items for Discussion & the Agenda for the next meeting – none

20. Minutes number 42/203 – Date of the next meeting will be Thursday 15th June 2023

Resolved: Council Meeting at 7.30pm at CW & GVH Buds Road Cannock Wood.

The Chairman closed the meeting at 9.20pm