

Cannock Wood Parish Council



DRAFT Minutes of the Council Meeting held on Tuesday 31st October 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 104/2023 : Apologies – County Cllr. Phil Hewitt, District Cllr. Andrea Muckley

2. Minute number 105/2023 Declarations of interest –

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 106/2023 Public participation –

Minute number 106/2023/A Members of the public – None

Minute number 106/2023/B County Cllrs. Report – None

Minute number 106/2023/C District Councillors Report. – None

Minute number 106/2023/D Neighbourhood Plan – Cllr. Liz Whiteley reported that the amended report has been submitted to CCDC, with the assistance of the NHP Consultant, who has carried out the work free of charge. The next step will be the referendum and the date for the event, is to be agreed by Election Services.

5. Minute number 107/2023 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 21st September 2023.

Resolved: *That the minutes of the meeting held on 21st September 2023 were accepted as a true and accurate record* proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

6. Minute number 108/2023 Matters arising from the minutes of the previous meeting not on the Agenda

Minute Nr. 85/2023/C The garden waste removal charge will apply from 1st January 2024.

Minutes Nr. 91/2023/f and G In future all grants will be minuted to include the amount awarded, proposed by Cllr. Liz Whiteley seconded by Cllr. Steve Wroe (Vice-chairman) and carried.

Minutes Nr. 97/2023 Dustbin speed stickers have only been distributed to properties on specific roads.

7. Minute number 109/2023 Highways & Maintenance - Cllr. Steve Wroe (Vice-chairman) reported that overgrown hedgerows are being checked by SCC and will be followed up.

8. Minutes number 110/2023 To receive reports from Councillors who have attended outside meetings –

Cllr. Pat Ansell attended the AGM of SPCA and stood down as Chairman.

Cllr. Sue Janes (Chairman) attended the CW and GVH Committee meeting as the parish council representative which included further discussions on the village hall refurbishment.

9 Minute number 111/2023 Planning applications for consideration or determined

Application No.	Location/address	Details of application	CWPC Comments/status
CH/23/0310	7 Holly Hill Road Cannock Wood	Erection of a single storey rear extension including extension of existing side dormer and installation of a dormer to this side	Approved 25/10/23
CH/23/0323	71 Hayfield Hill Cannock Wood	Erection of a two storey side extension following demolition of existing garage	Refused 25/10/23
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.	Deferred until the next meeting.

Cllr. Avril Green commented that she is standing down as the Planning Officer for the parish council and Cllr. Fiona McMulkin will take over, this was agreed. The Council thanked Cllr. Avril Green for all her hard work and assistance over the years with the planning applications.

10. Minute number 112/2023 Finance

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
31.10.23	001390	CWandGVH	Grant	-	2500.00
31.10.23	001391	Beaudesert Sports Field and Recreational Field Trust	Grant	-	2796.00
31.10.23	001392	C E Gracey	Oct.salary inc.back pay	-	214.12
31.10.23	001393	HMRC	Oct PAYE	-	53.40
31.10.23	001394	CWandGVH	Hall hire	-	120.00
31.10.23	001395	Replacement cheque for 001382 West Midlands Access Platforms Ltd	Skylift hire for Christmas Tree lights	-	250.00
31.10.23	001396	S P Wroe	Bulbs	22.84	136.99
31.10.23	001397	S P Wroe	Bulbs	20.31	121.86

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Chair initials.....

31.10.23	001398	SPCA (Staffordshire Parish Council Association)	Trianing seminar	6.00	36.00
Total				£49.15	£6228.37

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 – None

1stApril to 30th September 2023 -

Bank Reconciliation		Cash Book Balance	
Current Account	32,746.39	C/fwd(Incs) Election Reserves	33,166.04
Reserve Account	4,247.71	Receipts	6,588.95
Less unpr cheque	859.50	Payments	3,620.39
<u>Total</u>	<u>£ 36,134.60</u>	<u>Balance @ 30th September 2023</u>	<u>£36,134.60</u>

c) Financial statement – The clerk presented the financial statement for 30th September 2023 along with the bank statement at 30th September 2023 proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

d) Approve Financial Regulations proposed by Cllr. Liz Whiteley seconded by Cllr. Avril Green and carried

e) Approve Risk Assessment proposed by Cllr. Avril Green seconded by Cllr. Steve Wroe(Vice-chairman).

f) Approve Asset Register – deferred until the next meeting.

g) Approve Black Rose Solutions as Internal Auditor for 2023-24 proposed by Cllr. Avril Green seconded by Cllr.Pat Ansell and carried.

11. Minute number 113/2023 – Parking outside the school – no comments

12. Minute number 114/2023 – Anti-social behaviour - no comments

13. Minutes number 115/2023 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

- SPCA Bulletin emailed to council 30th September 2023
- SPCA Bulletin emailed to council 10th October 2023
- Police Crime Statistics for September 2023 for Cannock Wood emailed to council 10th October 2023
- Email from resident regarding the Nr. 62 bus service emailed to council 11th October 2023
- Email from resident regarding information on a Christmas Gathering emailed to council 30th October 2023
- Email from resident with further information regarding the bus service emailed to council 30th October 2023

- CCDC email with details of bridges to be replaced at Anglesey Nature Reserve and Rawnsley Wood emailed to council 30th October 2023
 - Email from resident with comments on communication emailed to council 30th October 2023
 - SPCA Bulletin emailed to council 30th October 2023
- Members discussed the various correspondence from residents and agreed that if their comments and requests are not within our remit, we should respond to them informing them that this is so and if possible give them the details of whom they need to contact, if known.

Members confirmed that any communication via social media should not be made until the item has been discussed at council meeting and the draft minutes have been issued and the text follows the information in the minutes.

14. Minute number 116/2023 – Environmental Group - Cllr. Steve Wroe (Vice-chairman) reported that all the planting has been completed at various locations in the parish.

15. Minute number 117/2023 – Community Events – Cllr. Steve Wroe (Vice-chairman) reported that the pumpkin event of the 31st October 2023 was well attended. The next event will be the switching on the Christmas Tree lights on 24th November 2023.

The quotation for £350 to check the connection for the Christmas lights and the connection for the AED at Park Gate Inn was agreed. The clerk will contact the contractor and arrange a date for both works.

16. Minute Nr.118/2023 – Road safety in the parish – The training seminar was attended by 6 residents and one event has taken place and one is planned shortly. No speeding vehicles were recorded at the first event.

17. Minute Nr.119/2023 – Unsung Heroes 2024 Award - Members discussed the policy for the award and agreed as follows:

Award to be publicised in January

Nomination forms will be available on the website for completion.

Nominations can be made by anyone who resides in the parish.

Nominees to be notified of their nomination and permission obtained to continue the process.

The closing date for nominations will be the end of February.

Consideration to the nominations will be undertaken in March by Council.

The awards will be made at the Annual Parish Assembly in April and refreshments will be available for all attendees.

18. Minute Nr.120/2023 – Christmas Tree 2023 – As discussed in item 15.

19. Minute Nr.121/2023 – Inconsiderate Parking – Truck parked Bradwell Lane junction Cumberledge Hill – This has now stopped so the item will be removed from the agenda.

20. Minute Nr. 122/2023 – Overgrown hedgerow 84 Hayfield Hill – The clerk will write to the landowner and ask them to cut back the hedgerow.

21. Minute Nr. 123/2023 – Biodiversity – Cllr. Avril Green reported that she had received a newsletter that asked parish council's to include ideas for biodiversity on their parish council's agendas. In response Cllr. Steve Wroe (Vice-chairman) reported that this was already in-hand and that SWLT had carried out a survey of the fields managed by the Sports Field and Village Hall committees as well as Nunswell Park and various verges. The report made recommendations for enhancement of these stiles and this needs to be taken up by those responsible for the land management. Improvements have already been made or are planned for various verges.

22. Minute number 124/2023 - Items for Discussion & the Agenda for the next meeting

- Post box for residents in the village hall.
- Brown bin license for community weed collection.

23. Minute number 125/2023 – Date of the next meeting will be Thursday 16th November 2023

Resolved: Council Meeting at 7.30pm at CWandGVH Buds Road Cannock Wood on Thursday 16th November 2023

The Chairman closed the meeting at 9.05pm