

# Cannock Wood Parish Council



DRAFT Minutes of the Council Meeting held on Thursday 21<sup>st</sup> March 2024 commencing at 7.30pm at Cannock Wood and Gentleshaw Village Hall Buds Road Cannock Wood

## COUNCIL MEETING

**PRESENT:** Councillors: Sue Janes (Chairman), Pat Ansell, Avril Green, Fiona McMulkin, Paul Thomas, Elizabeth Whiteley

**IN ATTENDANCE:** District Cllr. Andrea Muckley, Clerk Chris Gracey and 3 residents

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

**1. Minute number 197/2024 : Apologies** – County Cllr. Phil Hewitt and Cllr. Steve Wroe (Vice-chairman) submitted their apologies for tonight's meeting.

**2. Minute number 198/2024 Declarations of interest** – Cllrs. Pat Ansell and Fiona McMulkin declared a non-pecuniary interest in item 10e.

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.

### **3. Minute number 199/2024 Public participation**

**Minute number 199/2024/A Members of the public** – Three residents attending the meeting are all committee members of the Beaudesert Field and Recreational Trust and spoke about their proposal to site new play equipment on the field and close one of the present accesses to ensure the safety of children using the facility. There is also a proposal to drop the kerb at the centre access to facilitate everyone and their needs. The location is considered by the committee to be the safest place, the equipment is module and can be placed in any shape. The committee are holding a consultation with residents and hirers on their proposals, dates to be confirmed. The new equipment will hopefully give users a better play experience for 6-14 year olds.

The Chairman of the Committee spoke about the recent damage to field due to the long spell of wet weather and the use by hirers. The Field committee have proposals to avoid such damage and to repair the existing damage as soon as the weather is finer. The field will be rolled and damaged areas will be re-seeded.

Two of the residents left at 7.50pm

**Minute number 199/2024/B County Cllrs. Report** – In his absence Cllr. Phil Hewitt submitted the following report:

1. Gap closing in field, as agreed he visited the field off Chestall Road, Cannock Wood with a Community Highways Officer last Friday and did happen to run into the Chair of the Parish as we were assessing the hedgerow and entrances to the field.

It will ultimately be the landowners decision as the hedge belongs to that land.

Permission is not needed from Staffordshire County Council Highways as we do not own or maintain the hedgerow in question. My recommendations would be to ensure that the other gaps are safe to access and use from the highway before closing off the access in question, e.g. visibility, any restricted access such as high kerbs. Currently the access in question has a dropped kerb for ease of access, the next one down does not, any drop kerbs fitted would be at the cost of the field owner.

2. We continue to have issues with flooding in Holly Hill Road, this is an on-going issue that despite lots of effort we have not resolved it long term, we have a renewed plan and have visited the resident affected.

3. Red water is again running down Cumberledge Hill, I have reported it.

4. I'm told that the hedge at 84, Hayfield has been cut back.

5. Our transport team have spoken to the bus company about the 62 routing, I think this needs a discussion can we please add to next meeting's agenda.

#### **Minute number 199/2024/C District Councillors Report. –**

Cllr. Andrea Muckley reported on the following:

Forthcoming elections on Thursday 2<sup>nd</sup> May 2024 combined Cannock Chase DC and Police Commissioners. For the district council elections there will be up to any 3 votes for three candidates.

Litter-picking at Cannock Wood Parish will be the last week-end in April.

Inconsiderate parking in the vicinity of the school, vehicles being parked on the bend and over driveways, clear streets is required, the clerk will report to Cllr. Phil Hewitt.

Rangers will shortly be removing scrub on Castle Ring and volunteers are required to assist.

Nr.62 bus service needs reporting to SCC and is covered in the county councillor report.

Cllr. Andrea Muckley left the meeting at 8pm.

#### **5. Minute number 200/2024 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 15<sup>th</sup> February 2024.**

***Resolved: That the minutes of the meeting held on 15<sup>th</sup> February 2024 were accepted as a true and accurate record*** proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

#### **6. Minute number 201/2024 Matters arising from the minutes of the previous meeting not on the Agenda - None**

#### **7. Minute number 202/2024 Highways & Maintenance - Members reported on the following:**

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Potholes on 1 Gilwell, 53 and 55 Holly Hill and coned areas on Buds Road all need attention and have been reported.

**8. Minutes number 203/2024 To receive reports from Councillors who have attended outside meetings:**

Cllr. Pat Ansell attended the SPCA Policy and Resources Meeting – nothing to report.

**9 Minute number 204/2024 Planning applications for consideration or determined**

Application No.	Location/address	Details of application	CWPC Comments/status
CH/24/059	7 Holly Hill Road Cannock Wood	Minor material amendments to extant planning permission CH/23/0310 to include a ground floor bay window and new render finishes	No objections/comments

**10. Minute number 205/2024 Finance**

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
21.03.24	001418	Cannock Wood Welfare Committee	Donation	-	750.00
21.03.24	001419	C E Gracey	March salary	-	178.52
21.03.24	001420	HMRC	March PAYE	-	45.00
21.03.24	001421	CW and GH	Hall hire 21.03.24	-	24.00
21.03.24	001422	SPCA	Replacement cheque for cancelled 001398	6.00	36.00
21.03.24	001423	E Roy	Website renewal maintenance and updates	-	170.00
21.03.24	001424	Beadesert Field and Recreational Trust	Grant(Towards new play equipment)	-	3500.00
Total				<b>£6.00</b>	<b>£4703.52</b>

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**

**c) 1<sup>st</sup> April to 29<sup>th</sup> February 2023 -**

Bank Reconciliation		Cash Book Balance	
Current Account	33,128.81	C/fwd(Incs) Election Reserves	33,166.04
Reserve Account		Receipts	12,769.39
Less unq cheques	24.00	Payments	12,830.62
<b>Total</b>	<b>£ 33,104.81</b>	<b>Balance @ 29<sup>th</sup> February 2024</b>	<b>£33,104.81</b>

**d) Financial statement** – The clerk presented the financial statement for 29<sup>th</sup> February 2024 along with the bank statement at 29<sup>th</sup> February 2024 proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

**e) Earmarked Funds 2024-25** – Members discussed the carried forward of general reserves from 2023-24 to 2024-25 an agreed that £15,000 would be earmarked £4,248 for Elections and £10,752 for Community Projects, proposed by Cllr. Sue Janes (Chairman) seconded by Cllr. Elizabeth Whiteley and carried.

**f) Consider grant application for Beaudesert Sports Field Trust** – Members discussed the application Cllr. Avril Green proposed an award of £3,500 seconded by Cllr. Pat Ansell and carried.

**11. Minute number 206/2024 – Parking outside the school** – as discussed in district council report.

**12. Minute number 207/2024 – Anti-social behaviour** - Cllr. Paul Thomas reported that vehicles at an event at the village hall were driving around the car park at speed and playing loud music until the early hours, this will be reported to the village hall committee.

**13. Minutes number 208/2024 – 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 19<sup>th</sup> February 2024
- Response from Nursery about compost and plants emailed to council 20<sup>th</sup> February 2024
- Call from resident about flooding on Hayfield Hill, reported online and passed to Cllr. Phil Hewitt.
- Police statistics report for February 2024 emailed to council 6<sup>th</sup> March 2024
- A letter of thanks from the Welfare Committee on the award of their grant emailed to council 14<sup>th</sup> March 2024
- SPCA details of D-Day Commemoration 90day flag of peace emailed to council 14<sup>th</sup> March 2024
- Details of year end accounts and requested information from Cannock Wood Welfare Committee emailed to council 15<sup>th</sup> and 18<sup>th</sup> March 2024
- County Cllr's report from Phil Hewitt for Thursday 21<sup>st</sup> March 2024 meeting emailed to council 20<sup>th</sup> March 2024
- Resident emailed about the BKV Community Competition emailed to council 20<sup>th</sup> March 2024 ***Members discussed the competition which has prveiosly been entered. Cllr. Elizabeth Whiteley will complete the form for submission.***

**Outgoing Correspondence :**

- CCDC consultation on Draft Local Plan comments sent to CCDC 19<sup>th</sup> February 2024 and resubmitted 12<sup>th</sup> March 2024
- CW and GVH about the use of the kitchen for the Annual Parish Assembly 19<sup>th</sup> February 2024.
- Greenhill Nurseries query on compost and plants 19<sup>th</sup> February 2024.
- Email to Cllr. Phil Hewitt on flooding at Hayfield Hill 22<sup>nd</sup> February 2024

- Email to Cllr. Phil Hewitt on Request for different management of the wide verge on Cumberledge Hill, opposite the end of Chapel Lane 22<sup>nd</sup> February 2024
- Acknowledgement to resident who emailed about the BKV Community Competition 20<sup>th</sup> March 2024

**14. Minute number 209/2024 – Environmental and Biodiversity** – Cllr. Elizabeth Whiteley reported on the following:

The areas and planters to be topped up with peat free compost, Summer planting will be as usual, perennial plants will be considered for the Autumn planting.

Cumberledge Hill verge, permission has been requested and the matter is with SCC.

Nunswell Park – request CCDC that the area becomes local nature reserve status, a document has been compiled and will be forwarded with the request.

**15. Minute number 210/2024 – Community Events** – Easter Event, Picnic on the field event on August Bank Holiday Monday, a budget of £200 was agreed to cover the expenses and a one event insurance cover will be obtained.

**16. Minute Nr.211/2024 – Road safety in the parish** – Cllr. Elizabeth Whiteley reported that 3 sessions had taken place in the last month with 30 vehicles monitored driving in excess of limits. A cost will be obtained to install CSW signs in 3 locations within the parish.

**17. Minute Nr.212/2024 – Unsung Heroes 2024 Award** – Nominations have been being received for the award. All nominees will be invited to attend the next Annual Parish Assembly on 18<sup>th</sup> April 2024 7pm and receive their certificate, should they wish to attend otherwise their certificate will be delivered.

**18. Minute Nr. 213/2024 – Repair to Noticeboard** – Cllr. Avril Green reported that the repair is on-going.

**19. Minute Nr. 214/2024 – Footpath on Cumberledge Hill** - Work is on-going to clear the debris.

**20. Minute Nr. 215/2024 – Greenspace on Pineside Avenue** – The clerk has contact the Landscape Officer at CCDC and is awaiting a second response, the clerk will follow up and email the resident with an update.

**21. Minute Nr. 216/2024 – Community/ Engagement/ Consultation/Survey** – Cllr. Elizabeth Whiteley reported that the survey had been distributed to the parish and the closing date for replies is 31<sup>st</sup> March 2024, to-date five completed surveys have been received.

**22. Minute Nr. 217/2024 – The Local Council Award Scheme** – deferred until the next meeting.

**23. Minute Nr. 218/2024 –Approve amended planning policy to include NHP notes** – proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried. The clerk will update the website with the amended policy.

**24. Minute Nr. 219/2024 – AED Maintenance and purchasing another device for the parish** – Members discussed purchasing more devices to cover the parish, locations were

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mentioned and it was agreed to ask SCC if we can use the lamp posts and use electricity to the cabinets at a given temperature. Further discussion is required regarding the locations to site additional devices and the training required to use the equipment.

**25. Minute Nr. 220/2024 – Park Gate PH – deferred until the next meeting.**

**26. Minute Nr. 221/2024 – NHP-Non Designated Heritage Assets Policy – Website amendments** – Agreed proposed by Cllr. Sue Janes (Chairman) seconded by Cllr. Elizabeth Whiteley and carried.

**27. Minute number 222/2024 - Items for Discussion & the Agenda for the next meeting**

Speed indicator devices.

**28. Minute number 221/2023 – Date of the next meeting will be Thursday 18th April 2024**

**Resolved:** Annual Parish Assembly will commence at 7pm followed by Council Meeting at 7.30pm at CW and GVH Buds Road Cannock Wood on Thursday 18<sup>th</sup> April 2024.

**The Chairman closed the meeting at 9.50pm**