

Cannock Wood Parish Council



DRAFT Minutes of the Council Meeting held on Thursday 18th January 2024 commencing at 7.30pm at Cannock Wood and Gentleshaw Village Hall Buds Road Cannock Wood

COUNCIL MEETING

PRESENT: Councillors: Steve Wroe (Vice-chairman), Pat Ansell, Avril Green, Liz Whiteley

IN ATTENDANCE: County Cllr. Phil Hewitt, District Cllr. Andrea Muckley and Clerk Chris Gracey

In the absence of the Chairman. Cllr. Sue Janes, the Vice-Chairman Cllr. Steve Wroe Chaired the meeting and welcomed everyone to this month's council meeting and wished everyone a happy new year.

1. Minute number 149/2024 : Apologies – Cllrs. Sue Janes(Chairman) and Fiona McMulkin submitted their apologies for tonight's meeting.

2. Minute number 150/2024 Declarations of interest – None

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 151/2024 Public participation –

Minute number 151/2024/A Members of the public – None

Minute number 151/2023/B County Cllrs. Report – Cllr. Phil Hewitt reported on the following:

In response to the village walkabout – The overgrown hedgerow on 84 Hayfield Hill is being re-inspected.

Flooding on Hayfield Hill by lamp post C17 is being technically reviewed and findings will be reported back.

Due to the freezing weather the grit vehicles are out spreading most evenings.

Grit bins were filled at the start of the Winter and will possibly be refilled once more if the present weather remains.

Cllr. Avril Green reported that a resident had asked if the present bus service could be re-routed through the village instead of the current perimeter route, details will be forwarded to the clerk who will pass them on to Cllr. Phil Hewitt.

Minute number 151/2024/C District Councillors Report. –

Cllr. Andrea Muckley reported on the following:

Congratulations to Cannock Wood PC and the volunteer group on the completion of the Neighbour Hood Plan.

The next litter pick is 28th January 2024 10am at Castle Ring.

A proposal to submit a planning application in the future for a covered manege at Court Bank. The landowner is prepared to discuss the proposal prior to submission of an application.

The UKSPF fund will provide funds to set up benefit advice local libraries and if needed make home visits to advise on housing/benefits.

A Housing /Benefit advisor attends the monthly coffee morning at Prospect Village on the 3rd Friday of the month.

The Chase Rider has won the tender to continue to provide the local bus service.

Minute number 151/2024/D Neighbourhood Plan – Cllr. Elizabeth Whiteley reported that the referendum held on 4th January 2024 was in favour of the plan, the confirmation will be discussed at the CCDC meeting on 24th January 2024.

Thank you to Cllr. Elizabeth Whiteley and the volunteer group for all their work in this matter.

Cllr. Whiteley will view the website and pass her comments onto the clerk on what documents can now be removed and which need to remain.

5. Minute number 152/2024 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 16th November 2023.

Resolved: That the minutes of the meeting held on 16th November 2023 were accepted as a true and accurate record proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

6. Minute number 153/2024 Matters arising from the minutes of the previous meeting not on the Agenda - None

7. Minute number 154/2024 Highways & Maintenance - Cllr. Steve Wroe (Vice-chairman) reported on the leaf collection and disposal and asked Cllr. Phil Hewitt about the gutters being swept, Cllr. Phil Hewitt responded that he will check and come back.

8. Minutes number 155/2024 To receive reports from Councillors who have attended outside meetings –

Cllr. Pat Ansell attended a carol service at the House of Lords through NALC.

9 Minute number 156/2023 Planning applications for consideration or determined

Application No.	Location/address	Details of application	CWPC Comments/status
None this month			

10. Minute number 157/2024 Finance

a) Approve Clerk’s salary national award from 1st April 2023 to 31st March 2024 spine point 13 £13.97 per hour – Proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
18.01.24	001406	A Anderson	Leaf clearance and disposal	-	50.00
18.01.24	001407	Staffordshire Signs	Replacement panel for NHP referendum	3.80	22.80
18.01.24	001408	M Brough Electrics Ltd	Test Christmas tree light connection and make new connection for AED	-	350.00
18.01.24	001409	C E Gracey	January salary and backpay from 1 st April 2023	-	293.92
18.01.24	001410	HMRC	January paye	-	73.60
18.01.24	001411	CWandGH	Hall hire 18.01.24	-	24.00
18.01.24	001412	E Whiteley	Post box	4.67	27.99
18.01.24	001413	S Wroe	Brown bin licence paint for fencing manhole lifting keys		67.40
18.01.24	001414	SCC	Balance of S142 License to plant	-	145.00
Total				£8.47	£1054.71

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.**

c) To approve income received – None

d) 1stApril to 31st December 2023 -

Bank Reconciliation		Cash Book Balance	
Current Account	35,107.04	C/fwd(Incs) Election Reserves	33,166.04
Reserve Account		Receipts	12,769.39
Less unq cheque	36.00	Payments	10,864.39
Total	£ 35,071.04	Balance @ 31st December 2023	£35,071.04

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

d) Approve Budget 2024-25 – discussed by Members agreed that the community projects section includes £1,000 for community events and £1,000 for biodiversity proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried.

e) Approve Precept 2024-25 – agreed the inflationary increase of 3.9% proposed by Cllr.Steve Wroe(Vice-chairman) seconded by Cllr. Pat Ansell and carried.

11. Minute number 158/2024 – Parking outside the school – no comments

12. Minute number 159/2024 – Anti-social behaviour - no comments

13. Minutes number 160/2024 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

- CCDC email with details of the renaming of AONB to National Landscapes emailed to council 20th November 2023.
- Election Services details of the NHP referendum emailed to council 21st November 2023.
- Staffs Police crime statistics for November emailed to council 1st December 2023.
- Election Services additional information regarding the NHP referendum emailed to council 7th December 2023
- Election services results of referendum 4th January 2024 emailed to council 6th January 2024
- Email from Burntwood and Cannock Chase Community First Responders regarding the official handover of the donated AED at The Park Gate PH, emailed to council 7th January 2024. ***Most of the members would like to attend and agreed that any Monday afternoon in February would suit, the clerk will check with the Chairman and confirm to the organiser.***
- SPCA Bulletin emailed to council 9th January 2024
- Information on the Green Library Manifesto and Environmental Groups emailed to council 9th January 2024
- Police crime statistics for December 2023 emailed to council 11th January 2024
- Email from Staffs Police with information about a planned online chat emailed to council 11th January 2024
- CCDC information on the NHP emailed to council 16th January 2024
- SCC survey on community information emailed to council 16th January 2024

Outgoing Correspondence :

- Email to SCC including a copy of the plan showing the land for the license to plant 16th January 2024

14. Minute number 161/2024 – Environmental and Biodiversity – Members discussed the compiled policy document agreed to adopt it proposed by Cllr. Avril Green seconded by Cllr. Pat Ansell and carried, the document will be uploaded to the website.

15. Minute number 162/2024 – Community Events – Cllr. Steve Wroe (Vice-chairman) reported a Spring event will be arranged with the Cricket Club, details to be confirmed.

16. Minute Nr.163/2024 – Road safety in the parish – Cllr. Elizabeth Whiteley reported that the group had operated 8 sessions with the number of vehicles 100 in an hour, 11% of vehicles were driving in excess the speed limit. The group is made up of 6 volunteers and the next session is 19th January 2024.

17. Minute Nr.164/2024 – Unsung Heroes 2024 Award – Members agreed that the nomination form should be available from the village hall as well as being available on the website.

18. Minute Nr.165/2024 – Christmas Tree 2023 – Cllr. Steve Wroe (Vice-chairman) reported that the event was well received and the tree had been removed and disposed of in the green waste bins. A big thank you to everyone involved in erecting the tree, organising the event and removing the tree.

19. Minute Nr.166/2024 - Post box for residents in CWandGVH – The post box is now in situ at the village hall, the keys were distributed to various members.

20. Minute Nr. 167/2024 – Leaf Collection from the Various Footpaths within the Parish – Members discussed the project and agreed that the gutters now needed sweeping to collect the debris and remaining leaves, this was reported to County Cllr. Phil Hewitt.

21. Minute Nr. 168/2024 – Repair to Noticeboard – The notice board is with the Cannock Shed for repairing and the work has commenced.

22. Minute Nr. 169/2024 – Consider co-option – Members discussed the co-option of a resident onto the parish council, proposed by Cllr. Avril Green seconded by Cllr. Elizabeth Whiteley and carried. The clerk will inform the resident and invite them to the next meeting.

23. Minute Nr. 170/2024 – Community/ Engagement/ Consultation/Survey – Members discussed the survey in the discussion of item 10e and agreed for a draft survey to be compiled by Cllr. Elizabeth Whiteley for consideration by Members at the next meeting.

24. Minute Nr. 171/2024 – The Local Council Award Scheme –To be considered by Members and discussed at the next meeting.

25. Minute number 172/2024 - Items for Discussion & the Agenda for the next meeting – Welfare Committee.

26. Minute number 173/2023 – Date of the next meeting will be Thursday 15th February 2024

Resolved: Council Meeting at 7.30pm at CWandGVH Buds Road Cannock Wood on Thursday 15th February 2024

The Chairman closed the meeting at 9.36pm