



CANNOCK WOOD PARISH COUNCIL

You are hereby summoned to attend the next meeting of the Parish Council to be held at 7.30pm on Thursday 15th May 2025 @ Cannock Wood & Gentleshaw Village Hall Buds Road Cannock Wood.

If members of the public have a question/query or wish to give a report to the Parish Council. Please contact the Clerk by email to parish.council@cannockwood.org with the details, at least 48 hours prior to the scheduled meeting.

ANNUAL MEETING 7.30pm

- 1. Welcome**
- 2. Apologies**
- 3. Chairman's Report 2023-24**
- 4. Election of the Chairman 2024-25**
- 5. Election of the Vice-chairman 2024-25**

COUNCIL MEETING

AGENDA

- 1. Welcome member.**
- 2. Apologies:**
- 3. Declaration of members' Interests**
 - a. Register of Interests: Councillors are reminded of the need to update their Register of Members Interests Forms.
 - b. To declare any Personal and Prejudicial Interest in items on the agenda and their nature. (Councillors with a Prejudicial Interest must leave the room at the relevant items). Where a member indicates they have a prejudicial interest but wish to make representation regarding the item before leaving the meeting, those representations must be made under item (c) Public Speaking below
- 4. Public Speaking**
 - a. At the start of the meeting a period of not more than fifteen minutes will be made available for members of the public and members and members of the Council to comment on any matter in the agenda.
 - b. If a County Council or District Council Member is in attendance, they will be given the opportunity to raise any relevant matter. Members declaring a prejudicial interest who wish to make representation or give evidence under the Code of Conduct relating to Agenda items shall do so at this stage.

5. **Minutes** - To approve the minutes from the council meeting held on 17th April 2025 as a true and correct record.

6. **Matters Arising from the Previous Meeting Not on the Agenda**

To discuss items from the minutes not covered on the Agenda

7. **Highways & Maintenance – potholes – hedgerows**

8. **To receive reports from Councillor's who have attended outside meetings.**

9. **Planning Applications for consideration and ratification**

Application No.	Location/address	Details of Application	CWCP comment	Status
None this month				

10. **Finance**

- a) Accounts paid and to be paid.

Date	Cheque Number	Payee	Details	Amount	VAT
15.05.25	001507	C E Gracey	Clerks May salary £233.60 gross	186.80	
15.05.25	001508	HMRC	Clerks May PAYE	46.80	
15.05.25	001509	CW and GVH	Hall Hire 15 th May 2025	30.00	
15.05.25	001510	Arthur J Gallagher Insurance Ltd	Insurance renewal 2025-26	558.05	
15.05.25	001511	Black Rose Solutions Ltd	Internal audit 2024-25	126.00	21.00
Total				£ 947.65	£21.00

- b) To approve the income received – £6,572.00 (1st payment precept)

- c) To approve the financial statement 1st April to 30th April 2025

1st April to 30th April 2025

Bank Reconciliation		Cash Book Balance	
Current Account	29,557.89	C/fwd(Incs) Election Reserves	23,989.59
		Receipts	6,572.00
Less unp cheques	884.92	Payments	1,888.62
<u>Total</u>	<u>£ 28,672.97</u>	<u>Balance @ 30th April 2024</u>	<u>£28,672.97</u>

- d) Approve AGAR 2024-25 and associated documents.
- e) Consider grant application from Welfare Committee towards a Christmas Event.

11. **Parking outside the school**

12. **Anti-social behavior on the playing fields/ CW&GVH Car park**

13. **Correspondence** – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

Email from resident about an AED location emailed to council 18th April 2025

Outgoing Correspondence :

Acknowledged resident's email about the AED location 18th April 2025

14. Environmental and Biodiversity – Nunswell Park - Reservoir
15. Community Events – Spring Event – Summer Picnic – Summer 26 Fayre
16. Road Safety in the Parish – Speed Indicator Devices – Road closure for Christmas event.
17. Governance
18. Community /engagement/consultation/survey
19. AED –
20. Website
21. Policies to review and approve :
 - Financial Regulations 20.06.24
 - Asset Register 20.06.24
 - Freedom of information 20.06.24
 - Co-option 20.06.24
 - Complaints 20.06.25
 - Planning policy including NHP notes 21.03.24
 - Non designated heritage list March 2024
22. Items for Discussion/Future Agenda items
23. Date of the next Council Meeting Thursday 19th June 2025 @ CW and GVH Buds Road Cannock Wood @ 7.30pm

I hope you will be able to attend the meeting

Cllr. Mrs Sue Janes - Chairman
Cannock Wood Parish Council