

# Cannock Wood Parish Council



DRAFT Minutes of the Council Meeting held on Thursday 10<sup>th</sup> July 2025 commencing at 7.30pm at Cannock Wood and Gentleshaw Village Hall Buds Road Cannock Wood

**PRESENT:** Councillors: Sue Janes (Chairman), Steve Wroe (Vice-chairman), Pat Ansell, Avril Green, Fiona McMulkin, Elizabeth Whiteley, Paul Thomas, County Cllr. Rhys Mandry

**IN ATTENDANCE:** Clerk Chris Gracey.

The Chairman Cllr. Sue Janes welcomed Members to this month's Council Meeting.

**1.Minute number 529/2025: Apologies** Cllrs. Andrea Muckley submitted apologies for tonight's meeting.

**2.Minute number 530/2025 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 531/2025 Public participation**

**Minute number 531/2025/A Members of the public – None**

**Minute number 531/2025/B County Cllr's. Report. –** Cllr. Rhys Mandry dropped by the meeting on his way to work, he asked members if they had anything to report, Cllr. Elizabeth Whiteley asked if could assist the parish council in applying for a temporary road closure when the Christmas Lights are switched on, she has forwarded him the information on 14<sup>th</sup> July. Cllr. Mandry left the meeting at 7.30pm

**Minute number 531/2025/C District Cllr's Report. – None**

**4. Minute number 532/2025 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 19<sup>th</sup> June 2025.**

***Resolved: That the minutes of the meeting held on 19<sup>th</sup> June 2025 were accepted as a true and accurate record,*** proposed by Cllr. Pat Ansell seconded by Cllr. Steve Wroe (Vice-chairman and carried.

**5. Minute number 533/2025 matters arising - none.**

**6. Minute number 534/2025 Highways & Maintenance –** Cllr. Elizabeth Whiteley reported that dropped kerbs were missing at The Firs off Chestall Road, the Firs is an unadopted road and there are various other locations that have no dropped kerbs, to ease crossing the road with a pram, pushchair or mobility apparatus. She will compile a list of various locations and the problems for reporting to Highways Manager Mark Keeling.

10<sup>th</sup> July 2025

Cannock Wood PC Minutes

Chair initials.....

**7. Minutes number 535/2025 To receive reports from Councillors who have attended outside meetings:**

Cllr. Sue Janes (Chairman) attended the village hall meeting, nothing to report.

**8 Minute number 536/2025 Planning applications for consideration or determined**

a)

Application No.	Location/address	Details of application	CWPC Comments/status
CH/25/0157	Oaklands Buds Road Cannock Wood	Single storey rear extension and elevation alterations including demolition and replacement garage.	No objections – The parish council noted to the planning department, in respect of road safety on the safe route to school that, no large vehicle deliveries between 8-9am + 2.45-3.45pm, this has not been included in the planning approval document which was approved 3 <sup>rd</sup> July 2025
CH/25/0190	7 Holly Hill Road Cannock Wood	Amendment to existing planning permission to include a revised oak frame porch, bay window, roof detail and cladding finishes.	No objections
CH/25/0199	Park Lodge, Holly Hill Road, Cannock Wood,	Non-material amendment of planning permission ref: CH/24/347 to amend plans	Approved 9 <sup>th</sup> July 2025

**9. Minute number 537/2025 Finance**

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
10.07.25	001519	Katherine House Hospice	Grant	-	100.00
10.07.25	001520	C E Gracey	July salary £233.60	-	187.00
10.07.25	001521	HMRC	PAYE July £46.60	-	46.60
10.07.25	001522	CW and GVH	July hall hire	-	30.00
10.07.25	001523	P Ansell	Flowers	-	30.00
10.07.25	001524	C E Gracey	August salary £233.60	-	186.80
10.07.25	001525	HMRC	August PAYE £46.80	-	46.80
<b>Total</b>				-	<b>£627.40</b>

Cllr. Sue Janes (Chairman) 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) Financial Statement - 1<sup>st</sup>April to 30<sup>th</sup> June 2025**

Bank Reconciliation		Cash Book Balance	
Current Account	26,169.02	C/fwd(Incs) Election Reserves	23,989.59
Less Unpresented cheques	1,207.40	Receipts	6,572.00
		Payments	5,599.97

10<sup>th</sup> July 2025  
Cannock Wood PC Minutes  
Chair initials.....

Total	£24,961.62	Balance @ 31 <sup>st</sup> May 2025	£24,961.62
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**Financial statement** – The clerk presented the financial statement for 30<sup>th</sup> June 2025 along with the bank statement at 30<sup>th</sup> June 2025 proposed by Cllr. Pat Ansell seconded by Cllr. Avril Green and carried.

d) **Online banking** – Members discussed using online banking for monthly payments, and all Members will become signatures, proposed by the Chairman seconded by the Vice-chairman and carried. The clerk will add the three signatures and change to online banking facility.

**10. Minute number 537/2025 – Parking outside the school** – The Vice-chairman reported that the traffic enforcement officers were outside the school last week.

A coach parked to collect members of the gardening group and others, was parked opposite the village hall car park whilst the children were going into school, it was unfortunate that the time was similar and the traffic was congested.

**11. Minute number 538/2025 – Anti-social behaviour on the playing fields/village hall** - no, further comments

**12. Minutes number 539/2025 – Correspondence** – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

Email from CCDC with details of Local Government Reorganisation emailed to council 26<sup>th</sup> June 2025.

Email from SPCA re: Asset Transfer seminar with the Local Government Reorganisation emailed to council 27<sup>th</sup> June 2025.

Response from CCDC with information on Nunswell and Castle Ring emailed to Chairman and Cllr. Elizabeth Whiteley 1<sup>st</sup> July 2025.

#### **Outgoing Correspondence :**

SSW enquiry about Gentleshaw Reservoir emailed 20<sup>th</sup> June 2025

Email to CCDC re: budget allowance for Nunswell and Castle Ring emailed 25<sup>th</sup> and 30<sup>th</sup> June 2025.

**13. Minute number 540/2025 – Environmental and Biodiversity – Nunswell – Gentleshaw Reservoir**

No response to our email to SSW survey on Gentleshaw Reservoir.

**14. Minute number 520/2025 – Community Events** – nothing planned as yet.

**15. Minute Nr.541/2025 – Road safety in the parish – road closure for Christmas event**

Cllr. Elizabeth Whiteley reported that she has received responses from Staffordshire Police and the Fire Service regarding the road closure for the Carol Service and switching on of the Christmas lights. There are still more responses to come and then the consultation will move on to the residents.

Cllr. Elizabeth Whiteley has downloaded the data from the SID's and present the information to council. The information will be included three monthly in the council minutes.

**16. Minute Nr.542/2025 – Governance – no comments**

**17. Minute Nr. 543/2025 – Community/ Engagement/ Consultation/Survey -** Cllr. Elizabeth Whiteley reported on the Action Plan we should consider another First Aid Course in the Autumn, this was agreed. Bee Squared is a national initiative with 1sq.metre area of wild seed per household to encourage residents to encourage the wild life.

**18. Minute Nr.544/2025 – AED Maintenance on existing and other devices for the parish** –The circuit have asked for an update on all defibs in the parish. Cllr. Elizabeth Whiteley has checked them and everything is in order.

**19. Minutes Nr.545/2025 – Website –** Cllr. Elizabeth Whiteley commented that she had met a photographer over the Open Garden week-end and he is going to take new photographs of the parish for uploading onto the new website..

**20. Minutes Nr. 546/2025 - Policies to Review and approve:** All policies will be considered over the summer break and approved at the September meeting.

Standing Orders September 2024

Training policy September 2024

Risk Assessment September 2024

Grievance policy September 2024

Disciplinary policy September 2024

Code of conduct September 2024

Document Retention policy to be adopted September 2025

Cllr. Elizabeth Whiteley reported that we are not adhering to our standing orders in as much as we do not meet the transparency code which states that when the agenda is published at least three working days before the meeting should include any papers issued to councillors, and published with the agenda. Members discussed the issue in great detail and it was agree that the clerk would ask the SPCA for advice.

**21.Minute Nr. 547/2025 Planter damaged on Bradwell Lane –** Cllr. Elizabeth Whiteley reported that a planter that was built around a tree has been damaged and needs repairing, members discussed the options of repairing the planter and agreed a budget of £250 for materials. The residents who originally built the planter will be asked if they wish to carry out the work.

**22.Minute Nr. 548/2025 - Items for Discussion and the Agenda for the next meeting –** None.

**23. Minute number 549/2025 – Date of the next meeting will be** Thursday 18<sup>th</sup> September 2025 council meeting 7.30pm at CW and GVH Buds Road Cannock Wood.

The Chairman closed the meeting at 9.05pm

10<sup>th</sup> July 2025

Cannock Wood PC Minutes

Chair initials.....