

Cannock Wood Parish Council



DRAFT Minutes of the Annual Assembly and Council Meeting held on Thursday 15th May 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, Fiona McMulkin, Elizabeth Whiteley, Paul Thomas, District Cllr. Andrea Muckley County Cllr. Rhys Mandry.

IN ATTENDANCE: Clerk Chris Gracey.

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

ANNUAL MEETING

1.Apologies: Cllr. Avril Green submitted apologies for tonight's meeting.

2.Chairman's Report 2024-25

In my report last year I said that the results of a survey, delivered to every house in the village, was available at the meeting. This survey gave rise to an action plan for the coming year.

This year has seen your Parish Council working towards the objectives set out in the action plan.

As well as the monthly business of the Council which includes planning, the state of our roads and pavements, conservation and biodiversity in the Parish and maintaining good relations with Cannock Chase Council and Staffordshire County Council, we have undertaken some of the suggestions which scored highly in the results of the survey.

We now have three defibrillators in the Village, the Village Hall, The Park Gate Inn and Hayfield Hill, with a further one to be installed shortly in Uplands Close. These give good coverage for the village. The upkeep is under the care of the Parish Council.

You will doubtless have noticed that the village now has Speed Indicator Devices on Cumberledge Hill and Hayfield Hill. We hope that these will reduce speeding in the village by making drivers more aware.

A bench is about to be installed at the top of Sycamore Hill, opposite the triangle.

There have again been several successful Community Events during the year, an Easter Egg hunt and a Village Picnic. Autumn saw the return of Scarecrows in the village, followed by the provision of a Christmas tree and lights.

The monthly coffee morning, Elevenses, has proved a huge success and has become self-funding. Many thanks to all who have worked hard to make it a success.

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Our thanks must also go to those who continue to volunteer their time to help the village in so many ways, the group who lock and unlock the Castle Ring barrier which helps to keep the area safe, the Speed Watch Team who give their time to monitor speeding in the village, those who put together The Village Voice and distribute it and the people who tend the flower beds and keep the village free of litter. We thank you all for making our village a good place to live.

In recognition of the Outstanding Voluntary Work It Undertakes In The Local Community Cannock Wood Parish Council received an Unsung Heroes Award from Chairman of Staffordshire County Council, Phil Hewitt, at a ceremony at the Council House in Stafford on 7 March 2025.

My thanks to all of the members of the Council for all their hard work and to our Clerk, Chris Gracey, for her help, support and guidance in the last year. We hope next year will bring more success and welcome any ideas that can help this happen.

Sue Janes, Chair

3. Election of the Chairman 2025-26

Cllr. Steve Wroe proposed Cllr. Sue Janes as Chairman for 2025-26 seconded by Cllr. Pat Ansell and carried.

Cllr. Sue Janes accepted the post and thanked Members for their continuing support.

4. Election of the Vice-chairman 2025-26

Cllr. Sue Janes (Chairman) proposed Cllr. Steve Wroe as Vice-chairman for 2025-26 seconded by Cllr. Paul Thomas and carried.

Cllr. Steve Wroe accepted the post and thanked Members for their continuing support.

COUNCIL MEETING

1.Minute number 483/2025: Apologies Cllr. Avril Green submitted apologies for tonight's meeting.

2.Minute number 484/2025 Declarations of interest – Cllr. Pat Ansell declared a non-pecuniary interest in item 10.

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 485/2025 Public participation

Minute number 486/2025/A Members of the public – none

Minute number 486/2025/B County Cllr's. Report. – Cllr. Rhys Mandry introduced himself to members and commented that he was looking forward to working with the parish council. Members asked him if the previous county councillor had forwarded his list of outstanding problems, Cllr. Rhys Mandry response was to comment that he had received nothing as yet but he was just settling in and would catch up with outstanding matters as soon as possible.

Minute number 486/2025/C District Cllr's Report. – Cllr. Andrea Muckley reported on the following:

The next litter pick is Sunday 25th May 2025 10am meeting at Castle Ring car park.

A resident has asked about the untidy land on the corner of Chapel Lane junction Cumberledge Hill, and she is going to follow it up with planning/enforcement.

A new contractor has been engaged to deal with the fences at social housing property and this should deal with jobs outstanding more quickly.

A climate change panel is being set up and residents are welcome to join.

Members raised the wide verge on Cumberledge Hill junction Sycamore Hill which have been cut although the parish council have asked it to be left, the parish council would like the district council to change their regime in line with Staffordshire Wild Life Trust recommendations, in relation to the mowing.

4. Minute number 487/2025 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 17th April 2025.

Resolved: That the minutes of the meeting held on 17th April 2025 were accepted as a true and accurate record, proposed by Cllr.Fiona McMulkin seconded by Cllr. Paul Thomas and carried.

5. Minute number 488/2025 matters arising - Two spelling corrections to be amended in the minutes of the 17th April 2025.

6. Minute number 489/2025 Highways & Maintenance – None

7. Minutes number 490/2025 To receive reports from Councillors who have attended outside meetings: Cllr. Sue Janes (Chairman) attended the Village Hall committee meeting.

8 Minute number 491/2025 Planning applications for consideration or determined

a)

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

9. Minute number 492/2025 Finance

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
15.05.25	001507	C E Gracey	May salary £233.60	-	186.80
15.05.25	001508	HMRC	PAYE May £46.60	-	46.80
15.05.25	001509	CW and GVH	May hall hire	-	30.00
15.05.25	001510	Arthur J Gallagher Insurance Ltd	2025-26 renewal	-	558.05
15.05.25	001511	Black Rose Solutions Ltd	Internal audit 2024-25	21.00	126.00
Total				£21.00	£947.65

Cllr. Fiona McMulkin proposed, seconded by the Cllr. Paul Thomas and carried, that the payments be approved **Resolved: that the payments paid/ to be paid are approved.**

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

c) Financial Statement - 1st April to 30th April 2025

Bank Reconciliation		Cash Book Balance	
Current Account	£ 29,557.89	C/fwd(Incs) Election Reserves	23,989.59
Less Unpresented cheques	884.92	Receipts	6,572.00
		Payments	1,888.62
Total	£ 28,672.97	Balance @ 30th April 2025	£ 28,672.97

Financial statement – The clerk presented the financial statement for 30th April 2025 along with the bank statement at 30th April 2025 proposed by Cllr. Pat Ansell seconded by Cllr. Fiona McMulkin and carried.

d) Approve AGAR 2024-25 and associated documents, including the Internal Auditor accompanying letter and report. – Members discussed the report and the points raised by the Internal Auditor, it was agreed to sign off the document proposed by Cllr. Fiona McMulkin seconded by Cllr. Paul Thomas and carried, Cllr. Elizabeth Whiteley abstained.

e) Consider grant to Welfare Committee towards the event of the Christmas Meal – Members discussed the application, Cllr. Paul Thomas proposed a grant of £500 seconded by Cllr. Fiona McMulkin, Cllr. Steve Wroe (Vice-chairman) proposed an amendment of £300 seconded by Cllr. Elizabeth Whiteley votes on the amendment 2 for, 3 against, 1 abstained, votes for the proposal 3 votes for, 2 against, 1 abstain, therefore the grant is awarded at £500.

10. Minute number 493/2025 – Parking outside the school – no comments

11. Minute number 494/2025 – Anti-social behaviour - Cllr. Paul Thomas reported that on three separate occasions youths have been parked on the car park to the village hall, in the late evening early hours playing loud music and being noisy. Cllr. Sue Janes reported that this had been discussed at the village hall meeting. Members discussed the problem.

12. Minutes number 495/2025 – 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

13. Minute number 496/2025 – Environmental and Biodiversity – Nunswell – Sweeping the footpaths – Members agreed to write to the resident who has been clearing the footpath on Cumberledge Hill and wants to carry out a preventative weed treatment to avoid it becoming overgrown again. The Vice-chairman will compile a letter to the resident.

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The Vice-chairman commented that he had written to SSW several years ago as a resident regarding the land at the Reservoir and nothing had been done, he suggested that he contacts them again as a councillor and asks them to meet with him to discuss the way forward, this was agreed, the Vice-chairman will compile a letter.

14. Minute number 497/2025 – Community Events – The Spring Event was well received and takings were £225, £200 was donate to the village hall.

15. Minute Nr.498/2025 – Road safety in the parish – road closure for Christmas event

Speed Indicator Device data 1st to 14th May 2025

Cumberledge Hill	Incoming	Outgoing
≥ 30mph	79%	66%
31-35mph	14%	24%
36-40mph	6%	8%
40mph	-2%	2%
MAX	64mph	65mph
Vehicles	3,500	8,900
Hayfield Hill		
≥ 30mph	64%	29%
31-35mph	19%	33%
36-40mph	10%	25%
>40mph	7%	13%
MAX	71mph	89mph yesterday 9 >70mph
Vehicles	8,900	10,900

16. Minute Nr.499/2025 – Governance – no comments

17. Minute Nr. 500/2025 – Community/ Engagement/ Consultation/Survey - Bench and installation -

Cannock Wood Parish Council constantly strives to work on behalf of parishioners on the issues that matter to the village. The Council is always keen to receive ideas and suggestions from parishioners on areas of interest or concern and where it is felt the Council may assist. Listed below is the current schedule of activity; this is regularly reviewed and updated as projects finish and priorities change.

Action Plan for 2025/2026

During the Council year 2025/2026 Cannock Wood Parish Council will undertake the following actions:

- Comment on all planning applications which fall within or impact on the Parish.

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- Represent the views and promote the interests of the parish, particularly in relation to Cannock Chase District Council (CCDC) and Staffordshire County Council (SCC).
- Engage with the community including by maintaining an up-to-date website and noticeboard and by providing feedback to every household on achievements against the 2024/2025 action plan. Review and update descriptive and community information on the website.
- Listen, investigate and respond to issues identified by the parish of Cannock Wood and, if appropriate, to signpost to the correct person/ organisation for resolution/ further progression.
- Report potholes, pavement trip hazards, flooding, blocked gullies, public rights of way issues to SCC and street cleansing and waste disposal issues to CCDC.
- Monitor speed indicator device data.
- Work with and support local groups for the improvement of the facilities, environment and social and economic wellbeing in the community within budgetary constraints.
- Deliver speedy and transparent decisions through full meetings of the Council.
- Maintain good financial practices, ensuring transparency and value for money.
- Promote training and induction and ongoing support for members of staff and councillors.
- Ensure that the requirement to conserve and enhance biodiversity is part of decision-making and that incremental improvements are made year on year.
- Maintain good governance, working towards achieving as many as possible of the requirements for the Foundation Level of the Local Council Award Scheme.
- Keep a watching brief on changes to local government as they affect parish councils in SCC and CCDC following the publication of the English Devolution white paper in December 2024.

Key projects for 2025/2026 include:

- Continue footpath debris clearance, including on Hayfield and Cumberledge Hills and as needed.
- Continue delivering improvements arising from the community survey 2024.
 1. Bench at the top of Sycamore Hill to be installed spring 2025
 2. more pockets or ribbons of wildflowers growing in the village
 3. Improving the condition of some of our public footpaths, such as CW3 at the top of the reservoir. Wood chippings on the worst of the muddy sections, possibly laid on top of sheep wool.
- Extend defibrillator coverage within the village if sites become available and provide a free first aid course.
- Change of mowing regime for the large verge area at the top of Cumberledge Hill to be finalised (possibility of siting a bench there).
- Continue discussions with field committee about improving the condition of the borders of the field.
- Rekindle discussions with SSW regarding improvement of biodiversity on the reservoir site and the rhododendron encroaching on the woodland strip alongside the footpath.
- Engage with CCDC regarding street sweeping and/or consider additional sweeps.
- Engage with CCDC regarding Nunswell Park and Castle Ring, habitat assessments and biodiversity strategy.
- Foster and facilitate events which are open to all and free to attend.
- Consider what improvements highlighted by the Best Kept Village Community feedback are worthwhile working towards.

18. Minute Nr.501/2025 – AED Maintenance on existing and other devices for the parish – Four devices now in commission in the parish. Further locations being sought to give coverage.

19. Minutes Nr.502/2025 – Website – It has now been agreed that Cllr. Elizabeth Whiteley will set up a new website for the parish council replacing the existing one, during the Autumn of 2025 before the existing Administrator retires. The clerk will forward the text/photos and other information from the existing website to Cllr. Whiteley.

20. Minute Nr.503/2025 – 20's Plenty speed limit – Deferred until the next meeting.

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21. Minutes Nr. 504/2025 - Policies to Review and approve: All deferred until the June meeting.

Financial Regulations 20.06.24

Asset Register 20.06

Freedom of information 20.06.24

Co-option 20.06.24

Complaints 20.06.25

Planning policy including NHP notes 21.03.2

Non designated heritage list March 2024

22.Minute Nr. 505/2025 - Items for Discussion and the Agenda for the next meeting:

Members please remember the policies shown on the agenda need reading and possibly reviewing for the next meeting.

22. Minute number 506/2025 – Date of the next meeting will be Thursday 19th June council meeting 7.30pm at CW and GVH Buds Road Cannock Wood.

The Chairman closed the meeting at 9.45pm

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