

Cannock Wood Parish Council

DRAFT Minutes of the Annual Assembly and
Council Meeting held on Thursday 17th April 2025
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. Phil Hewitt..

IN ATTENDANCE: Josh Newbury MP for the area, 2 residents. Clerk Chris Gracey.

The Chairman Cllr. Sue Janes welcomed Members to this year's Annual Assembly and this month's council meeting.

ANNUAL PARISH MEETING 7pm

1. **Welcome** – As given above.
2. **Apologies:** Cllr. Andrea Muckley
3. **Chairman's Report 2024-25** – The Chairman read out her report as follows:

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.

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

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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.

4. **Council's Unsung Heroes Award 2025** - The Council awarded 2 volunteers who operate the barrier at Castle Ring both want to remain un-named, the council thanked them both for their assistance in the parish, their certificates will be delivered by a councillor.
5. **Community survey 2024-25** – Cllr. Elizabeth Whiteley reported that there were no further comments from residents, therefore the action plan will continue to be delivered.
6. **Residents Questions** – None
7. **Date of next APA 16th April 2026**

COUNCIL MEETING

1. Minute number 460/2025: Apologies Cllr. Andrea Muckley submitted apologies for tonight's meeting.

2. Minute number 461/2025 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 462/2025 Public participation

Minute number 462/2025/A Members of the public – none

Minutes number 462/2025/A Josh Newbury MP spoke about the forthcoming devolution and how it will affect parish council's. Residents asked about the theatre and the museum, the present position was discussed and the future of both venues.

Minute number 462/2025/B County Cllr's. Report. – Cllr. Phil Hewitt reported on the following:

The Chairman reported that a resident had contacted the parish council about the potholes on Holly Hill Road at the edge of the road particularly near Nr.53 and 55, the resident had commented that when he is reversing off his driveway he can't help but hit the holes and also referred to the potholes on the road from Gentlehaw to Longdon.

Also a road traffic accident at the top of Buds Road when a vehicle driving at speed had driven over the planted triangle taking out a lamp post and a speed signal, the driver left vehicle and was picked up by other vehicles driving at speed around the parish.

Josh Newbury MP left the meeting at 7.50pm

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Minute number 462/2025/C District Cllr's Report. – None

4. Minute number 463/2025 To confirm and agree as a true record of the minutes of the Parish Council meeting held on 20th March 2025.

Resolved: That the minutes of the meeting held on 20th March 2025 were accepted as a true and accurate record, proposed by Cllr.Avril Green seconded by Cllr. Fiona McMulkin and carried.

5. Minute number 464/2025 matters arising - None

6. Minute number 465/2025 Highways & Maintenance – None

7. Minutes number 466/2025 To receive reports from Councillors who have attended outside meetings:

Cllr. Sue Janes(Chairman) attended the CW and GVH meeting.

Cllr. Avril Green was invited to a 20's plenty meeting but was unable to attend as it was tonight and clashed with our council meeting.

8 Minute number 467/2025 Planning applications for consideration or determined

a)

Application No.	Location/address	Details of application	CWPC Comments/status
CH/25/0107	Woodland Cottage Chestall Park Canock Wood.	Erection of an orangery.	No objection – but should present NHP CW4 heritage statement.
CH/25/0113	31 Hayfield Hill Cannock Wood.	Erection of single storey rear extension and conversion of existing garage into a habitable room.	No objections

9. Minute number 468/2025 Finance

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

Date	Cheque Number	Payee	Purpose	VAT	Amount
17.04.25	001497	C E Gracey	Purchase of bench and fixings	81.50	440.10
17.04.25	001498	C E Gracey	April salary £233.60	-	187.00
17.04.25	001499	HMRC	PAYE April £46.60	-	46.60
17.04.25	001500	CW and GVH	Hall hire 17.04.25 FCM	-	30.00
17.04.25	001501	CW and GVH	Hall hire 09.4.25 CSW training	-	45.00
17.04.25	001502	CW and GVH	Hall hire 26.04.25 Spring event	-	37.50
17.04.25	001503	C E Gracey	Photographic competition 6 x gift cards	-	60.00
17.04.25	001504	Advanced Electrical Ltd	Electrical work for defib at Uplands Close	45.00	270.00
17.04.25	001505	Johnserv Ltd	Electrical work for defib at Hayfield Hill	77.20	463.20
17.04.25	001506	Staffordshire Parish Council Association	Subscription 2025-26	-	309.22

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Total				£203.70	£1,888.62
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Cllr. Avril Green proposed, seconded by the Cllr. Elizabeth Whiteley and carried, that the payments be approved **Resolved: that the payments paid/ to be paid are approved**, with the exception of 001505 which has been held pending more information on the work carried out, and the estimate given for the work to be done, the clerk will raise the query with the company.

b) To approve income received – None

c) Financial Statement - 1st April to 31st March 2025

Bank Reconciliation		Cash Book Balance	
Current Account	£ 24,427.26	C/fwd(Incs) Election Reserves	29,151.29
Less Unpresented cheques	437.67	Receipts	13,091.48
		Payments	18,253.18
Total	£ 23,989.59	Balance @ 28th February 2025	£23,989.59

Financial statement – The clerk presented the financial statement for 31st March 2025 along with the bank statement at 31st March 2025 proposed by Cllr. Avril Green seconded by Cllr. Elizabeth Whiteley and carried.

d) Earmarked Funds for 2025-26 - It was agreed:

Elections £3,500

Bench and installation £2,500

Community projections £5,000 Total 11,000

10. Minute number 469/2025 – Parking outside the school – Cllr. Phil Hewitt confirmed that he had asked Clear Streets to visit the area when the holidays are over.

11. Minute number 470/2025 – Anti-social behaviour - As reported in item 3, the cars been driven at speed around the parish until one crashed over the triangle.

12. Minutes number 471/2025 – Correspondence – Items of correspondence received during the month are emailed to Councillors, as received and for this month included the following:

Email from a resident, carrying out work on Cumberledge Hill emailed to council 24th March 2025 and the 4th April 2025.

Monthly crime statistics for March 2025 emailed to council 4th April 2025.

Email from CCDC on VE Day event emailed to council 14th April 2025

Email from Cannock Chase 'Be kind to Cannock Chase' emailed to council 16th April 2025.

Letter from resident regarding potholes emailed to council 16th April 2025.

Outgoing Correspondence :

Acknowledgement to resident who emailed about work on Cumberledge Hill 24th March 2025 and on completion 4th April 2025, and 20th April 2025 advising that we are taking advice on the weed killer request.

Cllr. Phil Hewitt left the meeting at 8.30pm – members thanked him for attending their meetings, all his help and assistance over the years.

13. Minute number 472/2025 – Environmental and Biodiversity – Nunswell – Sweeping the footpaths – No further comments.

14. Minute number 473/2025 – Community Events – Photographic Competition – The participants submissions were displayed in the village hall meeting room and the winners were announced in all categories, there were 70 votes. When the 2025-26 competition is launched it will include the Gentleshaw area it was agreed. Thanks to Cllr. Elizabeth Whiteley for arranging and running the competition.

15. Minute Nr.474/2025 – Road safety in the parish – Speed Indicator Devices, posts -

20's Plenty speed limit – Councillors who run the Christmas Tree event reported that future events require a road closure, to ensure the safety of the residents and children. A temporary road closure through CCDC is £372.85 plus cones and signage, however if a registered charity apply it is free, members discussed asking the Village Hall committee if they would apply and agreed to ask.

16. Minute Nr.475/2025 – Governance – Adopt guide to PC's on information provide under Model Guidance Publication Scheme - proposed by Cllr. Avril Green seconded by Cllr. Fiona McMulkin and carried, this document will now be uploaded to the website.

17. Minute Nr. 476/2025 – Community/ Engagement/ Consultation/Survey - Bench and installation – Cllr. Steve Wroe (Vice-chairman) confirmed that the bench has been delivered and he will continue to pursue the contractor to arrange fitting.

Members discussed the 2024-25 Action Plan and considered some of the comments made like another bench by Castle Ring Gate, Members commented that the last bench sited there had to be relocated because of the anti-social behaviour and the problems it caused residents, it was agreed to see how the purchased bench we have, works in the agreed location before we consider more. Gully Sweeping in the parish, the clerk will find out a cost from other parishes for consideration.

18. Minute Nr.477/2025 – AED Maintenance on existing and other devices for the parish – We now have 4 devices fitted and in commission but other sites are required.

19. Minutes Nr.478/2025 – Website – The meeting went ahead with the local company, however the costs were higher than expected so Council are considering other measures to achieve a new website, maintenance and updates.

20. Minute Nr.479/2025 – Spring Event – Everything is in place for the proposed Spring Event, at the Eleveses on 26th April 2025, the event will be child friendly and chocolate bunnies have been purchased as prizes.

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21. Minute Nr. 480/2025 – Unsung Heroes Award 2025 – awarded and discussed in the assembly.

22. Minute Nr. 481/2025 – Items for Discussion and the Agenda for the next meeting:

Cllr. Elizabeth Whiteley reported that a summer fayre will take place on the 20th June 2026, a committee has been compiled to arrange the details.

23. Minute number 482/2025 – Date of the next meeting will be Thursday 15th May 2025
Annual meeting followed by council meeting 7.30pm at CW and GVH Buds Road Cannock Wood.

The Chairman closed the meeting at 9.35pm