



## **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 18<sup>th</sup> September 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](mailto:parish.council@cannockwood.org) with the details, at least 48 hours prior to the scheduled meeting.**

### **COUNCIL MEETING**

#### **AGENDA**

- 1. Welcome members.**
- 2. Apologies:** Cllr. Pat Ansell
- 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 10<sup>th</sup> July 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
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	Approved 6 <sup>th</sup> August 2025
CH/25/0231	31 Hayfield Hill Cannock Wood	Non-material amendment of planning permission ref: CH/25/0113 to amend plans for addition of kitchen rooflight	No objections	Approved 15 <sup>th</sup> August 2025
CH/25/0181	21 Holy Hill Road Cannock Wood	Proposed single storey extension to garage to form store room for mobility and medical equipment. Erect new entrance gate and fencing	No objections – comments proposed gate would be in keeping with the surrounding area.	Approved 22 <sup>nd</sup> August 2025
CH/25/0273	34 Park Gate Road Cannock Wood	Variation of condition 3 application CH/23/0139 for change to the approved plans		Comments by 24 <sup>th</sup> September 2025

## 10. Finance

a) Accounts paid and to be paid.

Date	Cheque Number	Payee	Details	Amount	VAT
18.09.25	001526	C E Gracey	September salary	187.00	
18.09.25	001527	HMRC	September paye	46.60	
18.09.25	001528	CW+GVH	Hall hire 18/09/25	30.00	
18.09.25	001529	Netwise UK	Renewal of domain name + email addresses	216.00	36.00
18.09.25	001530	Greenhill Nurseries	Summer planting	234.00	
18.09.25	001531	nPower Commercial Gas Ltd	Christmas lighting March 24 – February 25	26.55	1.26
18.09.25	001532	Elizabeth Whiteley	Photographic competition item and speed watch battery	67.61	12.06
<b>Total</b>				<b>£807.76</b>	

b) To approve the income received – £1323.30 (VAT Refund 2024-25)

- c) To approve the financial statements 1<sup>st</sup> April to 31<sup>st</sup> August 2025

**1<sup>st</sup> April to 31<sup>st</sup> July 2025**

Bank Reconciliation	Cash Book Balance	
Current Account 24,644.62	C/fwd(Incs) Election Reserves	23,989.59
	Receipts	6,572.00
Less unp cheques 310.20	Payments	6,227.17
<u>Total 24,334.42</u>	<u>Balance @ 31<sup>st</sup> July 2025</u>	<u>£24,334.42</u>

**1<sup>st</sup> April to 31<sup>st</sup> August 2025**

Bank Reconciliation	Cash Book Balance	
Current Account 25,921.12	C/fwd(Incs) Election Reserves	23,989.59
	Receipts	7,895.30
Less unp cheques 263.40	Payments	6,227.17
<u>Total £ 25,657.72</u>	<u>Balance @ 31<sup>st</sup> August 2025</u>	<u>£25,657.72</u>

- d) Approve the National Pay Award 2025-26 for LGA (Clerk's salary spine point 13 46p increase per hour) from 1<sup>st</sup> April to 31<sup>st</sup> March 2026.

**11. School related parking issues**

**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:

Thank you email from Katherine House Hospice received 22<sup>nd</sup> July 2025

Response from SCC Highways re: request for dropped kerbs emailed to Council 23<sup>rd</sup> July 2025

Email from CCDC re: CILS payment and expenditure emailed to council 27<sup>th</sup> July 2025.

Email from CCDC with details of the Local Government Reorganisation consultation emailed to council 27<sup>th</sup> July 2025.

Email from SPCA with details of the Local Government Reorganisation consultation survey emailed to council 27<sup>th</sup> July 2025.

Email from SPCA with leaflet and flyer details from SBC emailed to council 27<sup>th</sup> July 2025.

Email from SPCA with details of small funding for community groups emailed to council 10<sup>th</sup> September 2025.

Email from a resident regarding the bus service, acknowledged and emailed to council and district and county councillors 10<sup>th</sup> September 2025.

**Outgoing Correspondence :**

Email and plan sent to SCC Highways regarding lack of dropped kerbs for pedestrians in the parish on 22<sup>nd</sup> July 2025.

**14. Environmental and Biodiversity – Nunswell Park – Gentleshaw Reservoir**

**15. Community Events**

**16. Road Safety in the Parish – Road closure for Christmas event.**

**17. Governance**

**18. Community /engagement/consultation/survey**

**19. AED –**

**20. Website**

**21. Policies to review and approve :**

**Standing Orders September 2024**

**Risk Assessment September 2024**

**Code of conduct September 2024**

- 22. Policy to adopt – Document Retention**
- 23. Planter damaged on Bradwell Lane**
- 24. Items for Discussion/Future Agenda items**
- 25. Date of the next Council Meeting Thursday 16<sup>th</sup> October 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