

# DRAFT COPY TO BE RATIFIED AT JUNE MEETING

## Cannock Wood Parish Council

### Minutes of Annual Parish Assembly and Annual General meeting Held at Cannock Wood & Gentleshaw Village Hall on Wednesday 20<sup>th</sup> May 2015

#### **Present:**

Cllrs. Mrs.S.Janes (Chair), Mrs.P.Ansell, I Bamford, B.Hardman Mrs.A.Green, Mrs.M.Allen and R.Poynton.

Also in Attendance: Linda Florence – Temporary Clerk

#### **1. Apologies:**

No apologies were received.

#### **ANNUAL PARISH ASSEMBLY**

No members of the public were in attendance.

The Chairman reported on the activities of the Parish Council during her term of office. Cllr.Janes had assumed the role of Chairman following Cllr.Gary Powys resignation who had been an excellent Chairman for many years. Also a resignation from one of our experienced Councillors Mrs.P.Chapman who had served for over 25 years was received. Both Councillors wealth of experience would be missed at future meetings. Two new members had been co-opted to fill the vacancies Cllr. Mrs.A.Green and Cllr.R.Poynton who were both welcomed

The year had not been an easy one as the previous Clerk had been on maternity leave but then later resigned her position and we have been unable to recruit to this post since January 2015. Thanks to Linda Florence for acting as temporary Clerk for a short period.

The Chairman referred to the grants that had been given to local groups such as Cannock Wood and Gentleshaw Village Hall and Beaudesert Playing Field Trust. As these are the two main assets in the village the Parish Council take the view that they should always be a priority when looking at distribution of funds. The Parish Council also made available £5000 to the village hall to help with much needed replacement of old boiler and upgrading of the heating system. Other small grants were made to other community groups in total of £2,520.

The Chairman wished to thank Councillors for their support during this year with special thanks to Vice Chair Cllr.R.Cowling who did not stand for re-election.

The Parish Assembly closed at 7.25 p.m.

## **PARISH MEETING**

### **2. Election of Chairman**

Nomination of Cllr.Mrs.S.Janes as Chairman for the ensuing year was Proposed by Cllr.Mrs.P.Ansell and seconded by Cllr.Mrs.A.Green.

**It was resolved:**

**To unanimously approve the election of Cllr. Mrs.S.Janes as Chairman for the ensuing year.**

### **3. Election of Vice Chairman**

Nomination of Cllr.Mrs.P.Ansell as Vice Chairman for the ensuing year was proposed by Cllr.Mrs.S.Janes and seconded by Cllr.Mrs.A.Green.

**It was resolved:**

**To unanimously approve the election of Cllr.Mrs.P.Ansell as Vice Chairman for the ensuing year.**

### **4. Election of Planning Sub Committee**

Nominations for Planning Sub Committee was discussed. Cllr.I.Bamford stated that he was happy to continue. Cllr.Mrs.A.Green expressed an interest in being a committee member.

**It was resolved:**

**To unanimously approve Cllrs.I.Bamford and Mrs.A.Green as the Planning Sub Committee.**

### **5. Adoption of Council Standing Orders**

**It was resolved:**

**To approve the re-adoption of Standing Orders.**

### **6. Approval of Minutes held on 16<sup>th</sup> April 2015**

The Minutes of the meeting held on the 16<sup>th</sup> April 2015 were approved as a true and accurate record.

**It was resolved:**

**To approve the Minutes of the 16<sup>th</sup> April 2015**

**7. Matters Arising from the Minutes of the 16<sup>th</sup> April 2015**

Page 1 – Recruitment of Clerk. There was still no response to the advert for Clerk. It was agreed to continue with the adverts for the time being. Mrs.L.Florence agreed to continue in the temporary role.

**8. Planning**

The Chairman reported the following planning applications:

**8.1.1** CH/15/0116 – Discussion ensued regarding this planning application. The Parish Council have already put forward their objections and a site visit has been made. This is only for outline planning application at this stage.  
Amended plans submitted from 6 to 12 stables. Removed an outside store. Amended approved with conditions.

CH/14/0175 – Hayfield Hill Cllr.I.Bamford stated that it come to his attention that this had been approved in January but no decision notice has been sent to the Parish Council.

**8.2** CH/15/0023 – 19 Holly Hill Road – has been approved.

CH/15/0098 6 Chestall Road – application approved on the 20<sup>th</sup> April 2015.

CH/15/00123 3 Bradwell Lane – rear extension application. Cllr.I.Bamford stated that there was no application on the District Council website.

**9. Finance**

The Chairman outlined the financial position as follows:

Current Bank statement balance	14,434.75
3 month Premium account	4,209.05
Cheques to be paid:	
L.Florence (Clerk)	38.60
Annual Insurance	408.79

The Chairman reported that the annual insurance premium could be reduced to £388.35 if we entered into a 3 year agreement.

**It was resolved:**

**To approve that the option of a 3 year agreement should be taken.  
Approve the cheques for payment.**

**10. Councillors Reports**

Cllr.Mrs.A.Green reported that the archive service for digitalising tied maps of Staffordshire is seeking donations. She felt this was an important Service for the County and suggested a donation of £100 be sent from the Parish Council.

**It was resolved:**

**To approve a donation of £100 to the Archive Service at Staffordshire County Council.**

**11. Correspondence**

The Chairman referred to incoming and outgoing correspondence -which was duly noted.

Councillors were reminded of the requirement to complete their elections expenses form and return them to the District Council. They should be completed with a nil balance if no expenses were claimed.

**12. Road Safety and Maintenance of the Village**

Cllr.R.Poynton informed the meeting the Neighbourhood Highways Team would be coming into the village during July and we need to prepare a list of tasks we would like them to do.

**13. Items for Future Agenda**

Police are invited to next meeting for update on activities in the village.

Date of Next Meeting: **Thursday 18<sup>th</sup> June 2015.**

Meeting closed at 8.25 p.m.

**Signed:** ..... **Dated:** .....  
**Chairman**