

# **Cannock Wood Parish Council**

Minutes of the Council Meeting.  
Commencing 7.30pm on Thursday 16<sup>th</sup> June 2016.  
Village Hall, Buds Road, Cannock Wood.

## **Present:**

S. Janes (Chair), M. Allen, R. Poynton, A. Green, P. Ansell.

## **In Attendance:**

Clerk to the Council, Ms. L. Sinnott.

## **Public Participation**

No members of the public were present.

**RESOLVED: NOTED.**

## **1. Welcome and Apologies.**

Cllr Janes welcomed everyone to the meeting, which began at 7.30pm. Apologies were received and accepted from Cllr Bamford.

**RESOLVED: NOTED.**

## **2. Approval of minutes from the meeting on Thursday 19<sup>th</sup> May 2016.**

Approval of the minutes was proposed, seconded and agreed.

**RESOLVED: TO APPROVE THE MINUTES.**

.....Chair

### **3. Matters arising from minutes.**

Cllr Green raised a concern regarding the appointment of Internal Auditor for the forthcoming year, as they are known to the current Clerk (this was previously declared). An agreement was made to consider finding an alternative Internal Auditor in order to prevent any conflict of interest.

**RESOLVED: NOTED.**

### **4. Planning.**

#### **4.1 Applications for consideration.**

No applications for consideration were received.

#### **4.2 Applications approved/rejected by Cannock Chase District Council and Amendments.**

No applications were approved/rejected.

**RESOLVED: NOTED.**

### **5. Finance.**

#### **5.1 Latest details and bank balance.**

At the present time, the accounts totalled £15,803.14, with outstanding cheques from previous month.

#### **5.2 Accounts to be paid.**

- Monthly Clerk's salary - £75. Monthly Clerk's expenses - £20.
- Ray Smythe Internal Audit Fees - £40.
- Village Hall boiler replacement ring-fenced money - £5,000.

#### **5.3 Annual Statement Approval, End of year accounts approval.**

The Annual Statement and end of year accounts were distributed for all councillors to review. They were proposed and seconded as approved.

**RESOLVED: TO APPROVE THE ACCOUNTS.**

**6. Correspondence.**

**6.1 Incoming.**

- Confirmation of Chairman and Vice Chairman of Parish Council by Wendy Rowe.
- Email regarding Armed Forces day – Forwarded to all Councillors for review.
- Email about Healthwatch Annual Conference – Forwarded to all Councillors for review.
- Email requesting Cannock Wood Parish Councils appointed member for the District Council Standards Committee. Cllr Allen agreed to continue this role.

**6.2 Outgoing**

- Email to Planning regarding issues with timeliness and the Parish Council's ability to pass comment on planning applications.
- Email to County Councillor Mitchell regarding mirrors for the Village Hall car park exit.

**RESOLVED: NOTED.**

**7. Councillors Reports.**

Cllr Ansell spoke to the Parish Council on the recent Conference for National Association of Playing Fields she attended. This was regarding the recently amended structure of the committee and concerns that were raised.

**8. Website Management.**

Cllr Janes will speak to current website manager regarding allowing the Clerk to take over the updating of the website. It was agreed that it would provide better continuity this way. The Council will offer sincere thanks for all the help the current website manager has provided.

**RESOLVED: NOTED.**

**9. SPCA questionnaire.**

At the time of the meeting, the questionnaire had gone past the reply date. Cllr Green confirmed she had answered the questionnaire. It was not compulsory, and was for individuals to answer.

**RESOLVED: NOTED**

**10. Items for discussion/Future Agenda items.**

- The boiler is currently being installed at the Village Hall, Council to discuss and confirm if they can provide any additional grant payments to cover the remaining amount left to pay by the Village Hall Committee. Current years budget to be distributed by Clerk to all Councillors prior to the next meeting.
- Cllr Green has highlighted an issue regarding parking on High Meadow and if there are currently any restrictions. Clerk to speak to Highways and report back at the next meeting.

**RESOLVED: NOTED**

**11. Date of next meeting.**

The meeting was declared closed at 8:30pm and everyone was thanked for their attendance. The date of the next meeting was agreed as Thursday 21<sup>st</sup> July 2016.

**RESOLVED: TO NEXT MEET ON 21<sup>st</sup> July 2016.**