

# Cannock Wood Parish Council

## Annual General Meeting.

Minutes of the Annual General Meeting  
Held at the Village Hall Buds Road,  
Cannock Wood on Thursday 20th May 2010, at 7.40 pm.

### **Present:**

Cllrs: Mrs P. A. Chapman, Mr J. Healey, Mrs P. A. Ansell, Mr G. Powis,  
Mrs M. E. Allen, Mr I. A. Bamford

### **In Attendance:**

Mr D. M. Arm - Parish Clerk

### **1. Election of Chairperson.**

Cllr Powis was proposed for the position of Chairman.

Proposed: Cllr Ansell, Seconded: Cllr Healey.

**Resolved.** Cllr Powis was elected as Chairman.

Cllr Powis then signed his "Acceptance of Office" form.

### **2. Apologies.**

No apologies had been received.

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

Cllr Bamford was nominated for the position of Vice-Chairman.

Proposed: Cllr Chapman, Seconded: Cllr Allen.

**Resolved.** Cllr Bamford was elected as Vice-Chairman.

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

Cllr Chapman was nominated as Chairman of the Planning Sub Committee with Cllr Healey being proposed as Vice Chair.

Proposed: Cllr Powis, Seconded: Cllr Ansell.

**Resolved.** Cllr Chapman was elected as Chairman of the Planning sub committee and Cllr Healey was elected as Vice Chair.

### **5. Council Standing Orders.**

Cllr's discussed the need for standing orders and agreed to go with the advice in the "Local Council Administration" book by Charles Arnold Baker which states: "It is not usually necessary for very small Councils to have standing orders, but it is desirable for every Council to possess a copy of one of the recognised models, so that in any difficulty, the Chairman can give a decision based upon an established precedent". The Clerk informed Cllr's that he had such a model that was available should the need arise.

Proposed: Cllr Powis, Seconded: Cllr Ansell.

### **6. Election of Responsible Financial Officer.**

The Clerk, Mr D. M. Arm was proposed as Responsible Financial Officer.

Proposed: Cllr Powis, Seconded: Cllr Bamford

### **7. Adoption of Specimen Financial regulations.**

The Clerk informed Cllr's that previously the Council had adopted Specimen Financial Regulations that had been recommended by NALC. The Clerk recommended that these regulations should be re-adopted.

Proposed: Cllr Ansell, Seconded: Cllr Chapman

### **8. Approval of Minutes for the Meeting held on Thursday 17th April 2008.**

The minutes of the meeting were read and accepted as a true record.

Proposed: Cllr Ansell, Seconded: Cllr Healey.

### **9. Matters arising from the minutes.**

The Clerk reported that he had been advised that gateway speed signage should be in place within two weeks. Cllr's wanted to keep road safety as a priority for the Council in future months and suggested that the agenda item be listed as Road Safety and Maintenance in the Village.

Mr Trevor Stokes had attended the Village meeting and would be conducting a house to house leaflet distribution on Low Carbon Communities in September.

### **10. Planning**

#### **4.1 Applications for Consideration.**

CH/10/0169 – 21 Bradwell Lane – First floor side extension over garage.  
The Council had no objections to this application.

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

There had been two approvals received from Cannock Council.

CH/10/0086 – The Rag, Ironstone Road – First floor side and rear extension for guest accommodation and single storey side extension to bar and entrance hall.

#### ***Permission Granted.***

CH/10/0100 – 3 Hayfield Hill – Conservatory to side of dwelling.

#### ***Permission Granted.***

### **11. Finance.**

The Clerk handed out details of the bank accounts. There was £5,763.88 in the current account. There was £2,446.60 in the three-month Premium account.

The following accounts were approved for payment:

Mr D. M. Arm – Clerks Salary

Mr D. M. Arm – Clerks Expenses.

Proposed: Cllr Chapman, Seconded: Cllr Ansell.

The Clerk advised Cllr's that he had received notification from NALC that the Casual Users mileage rate had increased to 65p per mile with effect from 1<sup>st</sup> April. He recommended that the Council adopt the new rate. Cllr's proposed and agreed the new rate.

Proposed: Cllr Powis, Seconded: Cllr Ansell.

The Clerk handed out detailed information on the proposed accounts for 2009/10 that he had prepared for audit. He explained to Cllr's how the accounts had been presented and answered any questions asked. Cllr's agreed that the proposed accounts were a

true reflection of the Council's financial position for the year 2009/10 and it was proposed and agreed that the accounts be presented to the Audit Commission for audit.

Proposed: Cllr Powis, Seconded: Cllr Allen.

The Chairman thanked the Clerk for his presentation on the accounts and for the work he had done in completing them.

The Clerk asked Cllr's if they would allow him to purchase the Charles Baker Arnold, Eight Edition as the book he had for guidance was only the fifth edition and the Clerk felt he should have the latter version as things had changed over the period. Cllr's agreed to this request.

Proposed: Cllr Chapman, Seconded: Cllr Powis.

Cllr Powis agreed to get the current account signatories sorted with the Yorkshire Bank over the next few weeks.

### **12. Grant Applications.**

The Clerk informed Cllr's that he had received two grant applications, one from the Beaudesert Guide Association and one from the Village Fayre committee. After discussion it was decided to defer decisions on the applications until the next meeting as they wanted further financial information.

### **13. Electricity Supply.**

Nothing to report.

### **14. Water Pressure.**

Nothing to report.

### **15. Dog Fouling.**

Nothing to report.

### **16. Correspondence.**

See Appendix A.

All noted by Cllr's.

### **17. Road Safety within the Village.**

This item had been discussed under matters arising.

### **18. Quality Council Status..**

Nothing further to report.

### **19. Parish Council Web Page.**

Cllr Powis reported that the Web Page was still receiving a high number of hits every month from around the world. A few local businesses had enquired about advertising on the site. Cllr's discussed this and decided to look further into this in the future.

### **20. Village Fayre – Ideas for Council Stand.**

Cllr's discussed what the Council had done for the last two years and thought they ought to update their display information. Cllr Bamford felt that the one issue raised by many parishioners was speeding vehicles so perhaps the Council should concentrate on a Road Safety theme incorporating what had been achieved. The Clerk

agreed to contact Mark Keeling to see if he could help with display posters and information. Cllr's agreed to further discuss this over the next few months.

**21. Best Kept Village 2009.**

Cllr Allen stated that she felt the Village was looking good and was hoping this would continue over the coming months when judges would visit the area.

**22. Items for discussion/future agendas.**

Mr Herbert had reported that people were camping and leaving a great deal of rubbish by the "Old Miners Pool" Cllr Powis agreed to find the map reference and forward this to the Clerk to report the problem.

Cllr Allen reported that Calor would not be running the Village of the year competition this year.

The Clerk explained to Cllr's that, as Cllr Mawle had decided to stand down, they needed to notify the District Council and then advertise the vacancy in the notice board for a period of 14 working days. If ten or more electors called for an election to take place by contacting the District Council to that effect, an election would have to be held. However, if after the 14 day period nobody had expressed a wish, the Council could then co-opt a person on to the Council. The Clerk had already spoken with the District Council and agreed to advertise the vacancy on Monday 24<sup>th</sup> May and the last day of the notice period would be Friday 11<sup>th</sup> June. If no election was called, the Clerk would contact Cllr's after that date to inform them.

**23. Date of Next Meeting.**

Thursday June 17<sup>th</sup> 2010.

The Meeting closed at 9.20 p.m.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date

Derek Arm  
Clerk to the Council.