

# **Cannock Wood Parish Council**

Minutes of the Annual General Meeting.  
Commencing 7.35pm on Thursday 19<sup>th</sup> May 2016.  
Village Hall, Buds Road, Cannock Wood.

## **Present:**

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

## **In Attendance;**

Clerk to the Council, Ms. L. Sinnott.

## **Public Participation**

No members of the public were present.

**RESOLVED: NOTED.**

### **1. Election of Chairman.**

Cllr Janes was proposed as Chairman, this was seconded and accepted.

### **2. Welcome and Apologies.**

Cllr Janes welcomed everyone to the meeting, which began at 7.35pm.

**RESOLVED: NOTED.**

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

Cllr Ansell was proposed as Vice Chairman, this was seconded and accepted.

**RESOLVED: NOTED.**

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

Cllrs Bamford, Green and Hardman were all proposed to form the Planning Sub Committee. This was seconded and accepted.

**RESOLVED: NOTED.**

**5. Approval of minutes from the meeting on Thursday 21<sup>st</sup> April 2016.**

Approval of the minutes was proposed, seconded and agreed.

**RESOLVED: TO APPROVE THE MINUTES.**

**6. Matters arising from minutes.**

Cllr Janes will contact the Welfare Committee at her earliest convenience to discuss who the eldest resident is with regard to gifting the Council's Queens 90<sup>th</sup> birthday commemorative coin.

**RESOLVED: NOTED.**

**7. Planning.**

**7.1 Applications for consideration.**

**CH/16/143 (53 HAYFIELD HILL)** – Outline planning for Residential Development of 3 new dwellings and demolition of existing buildings. **OBJECTION.** Cllr Hardman will apply for it to go to planning committee, as the Council do not have a copy of the Plans.

Clerk to email a letter of complaint due to the intermittent lack of access to the planning system, coupled with sporadic hard copies of plans, which means it is often too late for the Parish Council to make a comment before decision is made by Planning.

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

None.

**RESOLVED: NOTED.**

**8. Finance.**

**8.1 Latest details and bank balance.**

At the present time, the accounts totalled £16,311.14, with outstanding cheques from previous months.

### **8.2 Accounts to be paid.**

- Monthly Clerk's salary - £75. Monthly Clerk's expenses - £20.

Ray Smythe was proposed and seconded to become the Parish Council's Internal Auditor for the 2016/17 financial year. This was accepted.

**RESOLVED: TO APPROVE THE ACCOUNTS.**

### **9. Correspondence.**

#### **9.1 Incoming.**

- Letter to put on the noticeboard regarding the upcoming EU referendum.

#### **9.2 Outgoing**

- Email to County Councillor Mitchell forwarding information on warning signs.

**RESOLVED: NOTED.**

### **10. Councillors Reports.**

A severe pothole has been identified on Holly Hill road/Chestall Road. Cllr Bamford to email photos across to Clerk, Clerk to then email County Cllr Mitchell and Cheryl Markham (Highways) to advise them.

### **11. Risk Assessment Policy.**

Updated Risk Assessment policy has been signed by Chairman and RFO (Clerk) and will now be kept filed and for reference. Will need to be updated May 2017.

**RESOLVED: NOTED.**

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

- Apologies from Cllr Bamford for the June meeting as he is unable to attend.
- Cannock Wood PC website needs updating, Clerk to gain password to enable timely website updates.
- SPCA questionnaire needs to be completed.

**RESOLVED: NOTED**

**13. Date of next meeting.**

The meeting was declared closed at 8:20pm and everyone was thanked for their attendance. The date of the next meeting was agreed as Thursday 16<sup>th</sup> June 2016.

**RESOLVED: TO NEXT MEET ON 16<sup>th</sup> June 2016.**

.....Chair

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