



Catshill & North Marlbrook Parish Council

Councillors: B Laniosh (Chairman), P Masters, S Osman,
J Parry, K Burgess, K Falconer, T Gillespie,

You are duly summoned to attend the meeting of Catshill & North Marlbrook Parish Council
At 7pm, Thursday 29th January 2026 at Catshill Village Hall

C Wood
Locum Clerk – 22nd January 2026

AGENDA

1. Acceptance of Apologies

2. Declarations of Interest

- a) Register of Interests: Councillors are reminded of the need to update their register of interests.
- b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
- c) To declare any Other Disclosable Interests in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or another Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

- d) To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – written requests to be with the clerk at least four clear days prior to a meeting.

The meeting will be adjourned for up to 15 minutes for Public Question-time. The time allocated is at the discretion of the Chair. Residents are invited to air any views and question the Parish Council on issues on this Agenda, or raise issues for future consideration, at the discretion of the Chair. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting and will not form part of the minutes (Time allowed up to 15 min)

3. Dispensations

3.1 To consider the written request for dispensation from Cllr Laniosh in relation to Item No. 7 in relation to the Parish Council's new website.

4. To receive and discuss co-option requests (emailed to Councillors Tuesday 20th January 2026).

5. Reports from outside bodies and District and County Councillors

6. Minutes of the Parish Council Meeting held on 27th November 2025

6.1 For approval

6.2 Matters Arising

6.3 Actions

On-Going Actions From May Meeting

6.3.1 In the absence of Cllr Osman, Cllr Webb confirmed that the downloading of data from VAS signs is ongoing.

6.3.2 Investigate ongoing supply and purchase of dog waste bags – Cllr Falconer

Actions from June Meeting

6.3.3 Cllr Dunkley to ensure VAS sign is erected in Cobnall Rd – Cllr Dunkley

6.3.4 VAS sign by Willowbrook to be moved into the 30mph zone – Cllr Dunkley.

6.3.5 Quote for the work required at The Dock garden – Cllr Masters.

Actions from July Meeting

6.3.6 Christmas lights to be tested – Cllr R Pagett/ Cllr Osman

Actions from September Meeting

6.3.7 Discuss Annual Parish Meeting to be held in May 2026

Actions from Nov meeting

6.3.8 PC to write a letter to Bromsgrove District Council Place Team to thank them for their work on the installation of the Christmas lights

6.3.9 Cllr Webb will investigate the issues with the new refrigeration unit at the Royal Oak pub with WRS.

6.3.10 Cllr Falconer will provide councillors with a list of courses available.



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7. Parish Council Website

7.1 Following the report of the Communications Committee at the November meeting, Cllr Laniosh to discuss plans to update the PC's website. Council to formally approve the hosting costing £6.95 per month, plus a domain charge (approximately £10.00 per annum).

8. Working Groups

Council to review the current working groups:

- 8.1 Events (Events spreadsheet emailed to Councillors Thursday 22nd January 2026)
- 8.2 Planning and Environment
- 8.3 Finance and General Purposes
- 8.4 Highways
- 8.5 Communications
- 8.6 Training and Development

9. Finance and General Purposes

9.1 To receive the payments and receipts reports to 30th November 2025 31st December 2025 and related budget comparison see below. Note all bills for payment are as approved in the budget.

9.2 To formally approve the precept figure for the financial year 2026/2027 in the sum of £56,830 representing a 9.85% increase (£2.19 per annum for band D equivalent properties).

Bank Reconciliation as at 30/11/2025			
Opening Cash Book balance		£69,516.94	
Add receipts between 1 April - 30 Nov 2025	52,408.75		
Less payments between 1 April - 30 Nov 2025	-59,928.63		
Cashbook balance at 30 Nov 2025		£61,997.06	A
Bank statements at 30 Nov 2025			
Unity Trust Bank	61,712.48		
Equals Card	9.96		
Less unpresented cheques, as list below	£0.00		
Bank balances at 30 Nov 2025		£61,722.44	B

Bank Reconciliation as at 31/12/2025			
Opening Cash Book balance		£69,516.94	
Add receipts between 1 April - 31 December	52,408.75		
Less payments between 1 April - 31 Dec 2025	-60,369.02		
Cashbook balance at 30 Nov 2025		£61,556.67	A
Bank statements at 30 Nov 2025			
Unity Trust Bank	61,271.09		
Equals Card	9.96		
Add unpresented cheques, as list below	£190.00		
Bank balances at 31 Dec 2025		£61,471.05	B

6.2 Excerpt from accounts spreadsheet for November and December 2025

Nov-25							
Catshill Community Events	BACS	v128	Halloween Event		800.00		800.00
Catshill Community Events	BACS	v129	Chrstmas Lights switch on		1,500.00		1,500.00
Catshill Community Events	BACS	v130	Fireworks increase in prices		2,500.00		2,500.00
Salaries	S/O	v132	Salary Nov 25		863.71		863.71
Mrs C Blake	BACS	v133	WFH Allowance		18.00		18.00
Meadowfields Ground Maintenance	BACS	v134	Maintain shrubs at gardens Oct 2025		237.60	39.60	198.00
G Burley and Sons Ltd	BACS	v135	Winter planters		570.00	95.00	475.00
Water Plus	d/d	v136	Water Ivy Cottage Gardens		7.99		7.99
Talk Talk	d/d	v137	Office phone and broadband - Oct 2025		55.95		55.95
O2	d/d	v138	office mobile		33.60	5.60	28.00
Unity Trust Bank	s/o	v139	Monthly service charge		6.00		6.00
Chris Cooke	BACS	v140	Lengthsman duties April 25		157.80	26.30	131.50
Chris Cooke	BACS	v141	Lengthsman duties May 25		182.40	30.40	152.00
Chris Cooke	BACS	v142	Lengthsman duties June 25		161.70	26.95	134.75
Worcestershire County council	BACS	v143	Lengthsman Scheme Repayment	418.25			
ICO Renewal	d/d	v144	Renewal of Information Commissioners		47.00		47.00
Dave Webb	BACS	v145	News Mags 2025		150.00		150.00
JRB Enterprise Ltd	BACS	v146	10 Boxes of Dog waste bags		298.80	49.80	249.00
				418.25	7,590.55	273.65	7,316.90
			Total for year to 31/03/2026	52,408.75	59,975.63	2,707.02	57,268.61

Dec-25			Ref	Description	Receipts	Payments Gross	Payments VAT	Payments Net
Salaries	S/O	v131 & v147		Salaries Nov / Dec 25		390.08		390.08
SLCC Credit Note (Clerk Membership)	credit	v148		Clerk Credit Note (new Clerk can ask Council to pay for them to join)	190.00			
Water Plus	d/d	v149		Water Ivy Cottage Gardens		10.99		10.99
O2	d/d	v150		office mobile		33.60	5.60	28.00
Unity Trust Bank	s/o	v151		Monthly service charge		6.00		6.00
					190.00	636.07	5.60	630.47
				Total for year to 31/03/2026	52,598.75	60,611.70	2,712.62	57,899.08

10. Committee and Representatives Reports

10.1 Chairman's Report

- 10.1.1 CALC meeting (reorganisation to Unitary council)
- 10.1.2 Forming clusters with neighbouring parishes

10.2 Clerks Report and Correspondence

- 10.2.1 Trees adjacent to Bromsgrove Hotel (email report from a resident indicating causing an obstruction)
- 10.2.2 EDGE IT Finance System quotation – approval of the quotation to use EDGE for the council's finance.
- 10.2.3 Fly tipping in Shelley Close.
- 10.2.4 Storm damage to fencing by M42 / M5 junctions
- 10.2.5 Defib Pads - Council to approve the cost for replacement defib pads is £130.00 (two packs required at £65.00 each).
- 10.2.6 Internal Auditor for year ending 31st March 2026 - Council to review quotations and approve appointing an internal auditor for the Council for the period ending 31st March 2026. (quotations emailed to Councillors Thursday 22nd January 2026)



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10.3 Planning and Environment

10.4 Training and Professional Development

10.5 Communications

7.5.1 News Magazine

7.5.2 Taking photos at events

10.6 Reports from Parish Councillors

Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. This item is not for debate or decision making but for future Council/community development.

11. Date and time of next meeting Parish Council Meeting

Thursday 26th February 2026 at 7.00pm In Catshill Village Hall.

Confidential Session – Exclusion of Press and Public - The Parish Council to resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item due to its confidential nature:

12. Appointment of Parish Clerk/RFO

The Council to be updated on the recruitment of the Parish Clerk / RFO to the Council; to consider the draft Contract of Employment and approve the terms and conditions contained therein.

PLEASE NOTE THAT PARISH COUNCIL MINUTES ARE AVAILABLE FOR INSPECTION ON THE COUNCIL'S WEBSITE OR FROM THE EXECUTIVE OFFICER