



MINUTES OF THE PARISH COUNCIL MEETING

Held at: Catshill Village Hall

Date and Time: Thursday 30th April 2026 7.00 pm

Present

Cllrs B Laniosh (Chair), J Parry, K Falconer, P Masters, T Gillespie (until 9.30pm), S Webb.

In attendance: J Mathews (Clerk), three members of the public

Invited: Cllr Bernard McEldowney, Cllr Helen Jones, Cllr Mark Dunkley

1. Apologies for Absence

- 1.1 Apologies were received from Cllr Dunkley, Cllr McEldowney, Cllr Osman, Cllr Burgess, and Cllr Parry.
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2. Declarations of Interest / Disclosable Pecuniary Interests

- 2.1 Dispensations
None received
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3. Public Participation

- 3.1 The meeting was adjourned for public questions. Two members of the public attended the meeting.
- Ben Mallard introduced himself and told Cllrs he was responding to an advert in the Easter newsletter magazine looking for new Cllrs. He is a Senior Manager in BT Transformation and has lived in Catshill since 2013. Cllrs welcomed him to the meeting and explained the role which would be supported through training should he decided to join. He will attend another meeting and then can be co-opted onto the Parish Council.
 - A resident from Stourbridge Road attended to report that the newly installed VAS sign is now in place but has been situated on the wrong side of road with the 40mph sign on the opposite side of road now hidden by the hedge.
 - A resident raised that a sign for a footpath around Marlbrook area was no longer there. The Chairman, who runs the footpath group, asked for a photo so that his group could

investigate further. In addition, the footpath from Braces Lane to the playing fields was reported as being obstructed, a request for a photograph for this area will also help the footpath group attend to the issue.

4. Reports from Outside Bodies

4.1 Worcestershire County Councillor – Cllr Dunkley had updated the Clerk outside of this meeting with the following points;

- Fiona McKennie, Route manager for National Highways had been contacted concerning the flooding under the motorway bridge near Hinton fields. She will look into who is responsible for the maintenance of this path and Cllr Dunkley will update the PC when he has her response.
- The VAS sign on the Stourbridge Road been moved into the 30MPH zone and is working well!
- The proposed VAS sign for Cobnall Road is on the schedule of works and will be installed soon.
- The lower section of Meadow Road will be resurfaced in August.

4.2 Bromsgrove District Councillor – Catshill South (Cllr Webb)

- The next full council meeting is in May. Work has been stepped up on the leisure 10 year strategy with items brought forward due to the Unitary plans. This includes a zipwire to be installed in June and some goal posts which will be paid for either by BDC or can be funded through the Community Fund (£1.2m) that opens for bids on May 1st.
- Cllr Falconer asked if the £5k allocation assigned to the District Councillor for Marlbrook, Cllr Helen Jones, could be directed for use at the Braces Lane Rec to improve facilities used by the football clubs that rent the playing fields. This included the access and the changing rooms. Signs to discourage dog owners from allowing their pets to foul the fields would also be requested. Cllr Webb asked for an email with details that she would then pass to Cllr Jones. **ACTION Cllr Falconer**
- In addition the PC asked the clerk to look into how Cllr Jones's funding had been spent. **ACTION Clerk**

4.3 No other reports were submitted.

5. Minutes of the Previous Meeting (26th March 2026)

5.1 The minutes were approved and signed by the Chair.

5.2 Matters Arising - Actions from the minutes not listed in Item 6 were updated as follows;

Minute Ref:	<u>Action</u>	Assigned To	Target Date / Status
3.1	Invite PCSO to Annual Parish Meeting	Clerk	Done
8.5	Book Cllr Parry onto CALC training	Clerk	Done 7 th May, 7pm online
7.4	Replace pads and batteries for Defribs	Clerk	Supplies have arrived Clerk to seek help to install
7.8	Arrange PO Box address for PC Order a Makro card	Clerk	A new payment card will be authorised to allow for these payments and set up
9.1	Grant application approval - Write to Bluewave Community Transport	Clerk	Advised to defer until next meeting
10.2	Inform BDC planning dept	Clerk	Done
11.2	Source pricing and storage options	All Cllrs / Clerk	On the agenda
12.1	Send apologies to CALC	Clerk	Done

6. Actions

Updates to the following actions were reported as follows;

6.1 Installation of a new VAS sign on Cobnall Road (Cllr Dunkley) - DONE

6.2 A further quote to be provided for work on the Dock Garden

- 6.3 Planning for Annual Parish Meeting – It was agreed that the meeting would now begin 7.30pm -8.30pm.

The ordinary May meeting would be held from 6.30pm – 7pm.

The Annual Parish Council meeting would be held from 7pm – 7.30pm

- 6.4 Replacement of defib pads and batteries – supplies arrived
- 6.5 Appointment of Internal auditor for year ending 31st March 2026 – documents being gathered
- 6.6 Accounting software – secured, invoice received, set up underway
- 6.7 Fireworks insurance – Zurich renewal approved
- 6.8 Makro card – awaiting change of address

7. Finance

- 7.1 The following invoices had been submitted for approval and payment authorisation.

Supplier / description of service/ goods/ salary/ expenses	Amount
BDC Xmas lights road closure	£80
CALC Annual subs	£1,689.62
JRB Enterprise March	£301.20
JRB Enterprise May	£282.84
Garden Maintenance	£237

Heron Press Newsletter printing	£575
CALC AGAR training	£48
Shelley Signs Lectern frames	£1,272
Zurich Insurance renewal	£1186.18
Scribe (Starboard Systems Ltd) One off set up fee	£537.60
HMRC End of year tax bill + interest	£817.59
Clerk expenses WFH+travel+printing	£44.73

- 7.2 Bank Reconciliation Statement – the bank statement and accounts had been scrutinised by all Councillors.

8. Working Groups

8.1 Environment & Events

Cllr Webb update the PC on the following points;

- A new sign for Marlbrook has been agreed. The clerk will find out who installed the existing ones, thought to have been installed around 10years ago. **ACTION**
- The Scouts pop bottle dispensers have been well received and has encouraged most residents to clean up after their pets. Different bags will be used in future that are more cost effective and cheaper dispensers for these are being considered. New signs will also be implemented to continue to discourage fouling.
- A proposal to bring the In Bloom campaign into the PC's responsibility was carried. Cllr Webb will continue to manage this and adequate funding is within the environment budget.
- The Halloween event will not run this year with the budget allocation being agreed to be transferred to the Hay Festival instead.
- Replacement orchard trees will be purchased along with bags of mulch.
- Ivy Cottage garden will be improved with additional shrubs, 12 more agreed, to provide year round interest. Further bulb planting will take place in the Autumn and summer bedding will be retained to provide seasonal colour. Burcot Garden Centre (Trade only) have agreed to provide an account for PC use.
- Plans to reestablish the pathway at Lingfield Walk have been progressed with BDC's support. Match funding was discussed between the PC and the Community fund and extras such as bird boxes, bee hives and a bench would be considered. Cllr Falconer warned that work to ensure proper allocation of the capital fund budget now needed to take place to ensure clear itemisation. **ACTION**
- Picnic in the Park planning is progressing well with a hog roast booked, and an invitation for stall holders issued. Thrive will bring their therapy dog and an idea, Positivity Rocks, where large pebbles are painted and displayed is being organised.
- Three quotes have been received for the purchase and branding of a new PC gazebo. Cllrs agreed on the design they preferred and Cllr Webb will provide the Clerk with details to request an invoice. **ACTION**

8.2 Planning

Cllr Gillespie provided an update;

- Washingstocks development proposal has been delayed temporarily. The PC consultants have been contacted and their response has been shared with Cllrs. Cllr Gillespie will look into the matter further as appropriate.



- Received - Full Application 26/00300/FULL Change of use from care company office to dog grooming salon and training academy. 485 Birmingham Road, Marlbrook, Worcestershire, B61 0HZ

The PC had no objections to the above application.

8.3 Finance, HR and General Purposes

Cllr Falconer reported the following;

- The budget needed to be revised to ensure it was clearer to read, with more detail included. This was particularly relevant for spending requests to ensure full transparency for the Council to make accurate decisions.
- A review will begin on litter picking in the parish. This will consider the paid role, in addition to the voluntary work carried out by local groups. **ACTION**
- A revision of the Standing Orders to better reflect the PC's working groups will be undertaken before the adoption of these at the May Annual Parish Council Meeting.

8.4 Communications

Cllrs Masters and Laniosh provided an update;

- The Chair thanked Cllr Masters for his work on the newsletter which had been well received by the parishioners. Some delay to the deliveries had been noted but Cllrs were keen to continue using the local distribution service.
- Cllr Laniosh provided Cllrs with a detailed statement to outline his proposal to launch the new website on 1st May. Cllrs expressed concern that this was too soon, as not all Cllrs had had a chance to comment yet. Concerns were also raised around the maintenance and support of the site. Advice from CALC had suggested that using a third company was the preferred option for PC website development.

Cllr Laniosh assured Cllrs that he had taken measures to mitigate risks and would be training the clerk and some Cllrs on maintaining the site. He had had an email conversation with the CEO at CALC on the subject and was confident all concerns had been dealt with.

Cllr Gillespie reminded the Chair that a declaration should have been made by him at the beginning of the meeting.

Members of the Comms Working Group raised that the process had not included them enough during the development which had left them feeling ignored. The Chair apologised that this was the case as it had not been his intention.

A compromise was reached and the site would not be launched on 1st May but instead the Chair would wait until training had been received by the clerk and Comms group. This was agreed and a date set for the following week online, 6th May 2026 for the training.



8.5 Other Reports

9. Parish Council Garage and storage options – to discuss and agree next steps

- 9.1 CVH had been contacted to provide further detail on the garage, which is owned by the Parish Council once the PC move to a new meeting venue. A response will be provided once received.
- 9.2 The garage needs to be cleared and tidied. A working party will be organised on a Saturday morning to achieve this. **ACTION**
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10. Chairman's Report

- 10.1 Nothing further to report
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11. Clerk's Report and Correspondence

11. 1 Payroll services are being explored with a proposal likely brought to the May meeting.
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12. Reports from Parish Councillors

- 12.1 Cllrs were experiencing some technical issues with yet new email system and spam email. Those affected were meeting to explore a solution.
- 12.2 A request to use Teams instead of Google Meet for online meetings was raised. This would be further considered when everyone was accessing the shared drive and their emails correctly.
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13. Date of Next Meeting

- Annual Parish Meeting Thursday 28th May at 7.30pm in Catshill Village Hall
- Annual Meeting of the Parish Council Thursday 28th May at 7pm in Catshill Village Hall

The meeting finished at 21.50

ACTIONS FROM THIS MEETING

Minute Ref:	<u>Action</u>	Assigned To	Target Date / Status
4.2	Contact DCllr Jones	Cllr Falconer	Ongoing
4.2	Look into spending by DCllr Jones	Clerk	Ongoing
8.1	Look into previous sign purchase	Clerk	Ongoing
8.1	Capital budget itemisation	Cllr Falconer	Ongoing
8.1	Gazebo invoice	Clerk	To pay in May
8.3	Review to begin on litter picking in parish	Clerk	May/June
9.2	Organise garage clear out	Clerk	Saturday in May