



MINUTES OF THE PARISH COUNCIL MEETING

Held at: Catshill Village Hall

Date and Time: Thursday 25th June 2026 7.00 pm

Present

CLLrs B Laniosh (Chair), J Parry, P Masters, T Gillespie, S Webb, S Cassim, Cllr Falconer and Cllr Osman.

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

1. Apologies for Absence

1.1 Apologies were received from Cllr Dunkley and Cllr McEldowney.

2. Declarations of Interest / Disclosable Pecuniary Interests

2.1 None received.

3. Public Participation

3.1 The meeting was adjourned for public questions. Five members of the public attended the meeting.

- A resident from Stourbridge Road attended to report that the new VAS sign had not deterred the speeding on the road outside her house. Cllr Osman will be downloading the data from the sign and intends to bring it to the next meeting for analysis. **ACTION**
 - In addition, the field next to the resident's house has been put up for sale by WCC. A concern was raised about the lack of maintenance on the site which had resulted in long grass and a potential fire hazard.
 - Three potential new Councillors had attended to observe the meeting. The Chair welcomed them to the meeting and explained that once they had attended two meetings they could consider being co-opted onto the council.
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4. Co- Option of Councillors

- 4.1 Ben Mallard had put himself forward to join the council. He had attended two meetings and met with the Chair to discuss the role. He had submitted his co-opt form to the Clerk. A vote was taken on the proposal. 7 Councillors voted in favour of Ben joining the Council. One Councillor abstained.
- 4.2 Ben will join the Finance working group and potentially the Comms group.
- 4.3 Cllr Mallard was welcomed to the meeting and joined existing Councillors at the table.
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5. Reports from Outside Bodies

- 5.1 Worcestershire County Councillor – Cllr Mark Dunkley had provided a report in his absence.
- A meeting had taken place between Chadsgrove School about the parking problems that residents have reported on Woodbank and Meadow Road now that school staff are not using the social club car park. School staff had been asked to pay £1 a day but had declined.
A suggestion that the social club receives some funding to provide school staff parking has been put forward. The club has been made aware of the community fund as a possible funding source.
 - Serious consideration is being given to Cllr Falconer's request for some funding towards the new sign for Marlbrook.
 - Hazelton Road footpath will be resurfaced in August. A letter will be delivered to residents once exact dates have been set to alert them to the work schedule.
- 5.2 Bromsgrove District Councillor – Cllr Webb provided the following report;
- Her funding allocation will be used for both schools; the parish council; and local litter picking groups. **ACTION** Cllr Falconer to facilitate bid for a grant for the litter picker group.
 - The stage 2 complaint received at BDC from a resident regrading works carried out at Lingfield Walk has been dealt with by the Head of Planning and Leisure and is now closed.
 - Damage to a swing has been reported at the Meadow. Police are involved as it has been reported that the damage has been caused by a man with a large dog.
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6. Minutes of the Previous Meeting (28th May 2026)

6.1 The minutes were approved and signed by the Chair.

6.2 Matters Arising – were as follows;

- Attempts to contact District Cllr Helen Jones had been unsuccessful and it had been confirmed that she has been signed off on long term sickness. Cllr Karen May had been contacted to access Cllr Jones's funding allocation and assurances had been received that this funding pot will be made available. A bid, supported by Cllr May has been submitted by Cllr Falconer to provide funding for Christmas lights in Marlbrook and it is hoped this will be successful. Cllr McEldowney would also be contacted about providing some of his funding allocation to support the village.
- A quote will be provided by Mission Create Ltd to build and install a new Marlbrook sign. Fifty percent of the cost will be funded by Cllr Dunkley.
- Capital itemisation of the budget was taking place and Cllr Falconer would be undertaking a review of the asset register to ensure recent and future capital purchases are correctly listed.
- Next year will mark the 100year anniversary of the War Memorial. Work to gather names of the fallen and any photographs was ongoing. Cllr Masters reported that some old glass plate photos have been found. Suggestions for a school led project were welcomed. A news article could be included in the next edition of the parish magazine.

7. Finance

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

Date of invoice	Supplier / description of service/ goods/ salary/ expenses	Amount
31.05.26	Rowberry's Bedding plants	216.95
04.06.26	Elan City Extended warranty	£282.62
06.05.26	CALC Clerk training	£48
13.05.26	CALC Clerk training	£48
19.05.26	CALC Clerk training	£48
03.06.26	CALC Clerk training	£48

07.05.26	Councillor training	£48
04.06.26	Councillor training	£48
19.06.26	Plantscape/ Burleys Sign planters + watering	£1279.20
24.06.26	Internal Auditor	£300
30.06.26	Clerk travel/ printing	£69.64
15.06.26	Scribe accounting systems	£44.40

- 7.2 Bank Reconciliation Statement – the bank statement and accounts had been scrutinised by all Councillors.
- 7.3 The AGAR Annual Governance statement had been discussed in conjunction with the Internal Auditors report. It was noted that several recommendations had been highlighted for improvement. Cllrs were made aware of areas that had not met the requirements. It was emphasised that some aspects raised in the report related to areas that the council had already started to take action in and were aware of, and that all recommendations were achievable. Work to review and align policies, upgrades to the website, and strengthening of governance in general were all key areas earmarked for ongoing focus over this next year.
- 7.3.1 The public notice of rights would begin on 1st July and run until the 11th August to provide 30 consecutive days. All the AGAR documents will be published on the website by this date for the public to view.
- 7.4 The Accounting statement was noted and approved by all Councillors.
- 7.5 Thanks was extended to the Internal Auditor who had supported the Parish Council to ensure the statutory deadlines were met.

8. Working Groups

8.1 Environment & Events

Cllr Webb updated the Council on the following points;

- To support the War Memorial 100 year anniversary it was proposed that work was restarted on registering the site as the Parish Council's. Councillors voted to show approval for this and a unanimous vote was recorded.

It was hoped that funding from Cllr Webb and Cllr McEldowney's pots (£1k each) could be used to support any commemoration event.

- Cllr Parry Cllr Gillespie provided news on the Christmas lights proposed for Marlbrook. Three quotes had been sought for new and reconditioned lights which were discussed in detail and due diligence on the providers completed. Consideration was given to factors such as safety, reputation, quality and longevity. All quotes were in the region of £5k. After careful thought it was proposed that the best option was MK Illuminations with a quote for 8 sets of new lights of £4, 202 + VAT. A vote was unanimous and the lights will be ordered to fulfill manufacture and installation deadlines. **ACTION**
- Competitive quotes had been sought by Cllr Osman for the fireworks event including flood lights (£230.40) and crowd barrier fencing (£1473). These represented considerable saving from previous years.
- Three quotes had now been received for the work at Dock Gardens. Cllr Masters proposed that the most recent (£3450) represented the best option and would include the supply of a mini digger to excavate the pathway, use rubble to back fill the wall, removal of the existing wall, removal of existing shrubs, and take away the rubbish and waste. A vote was taken and Councillors unanimously agreed to accept this quote. **ACTION**

8.2 Planning

Cllr Gillespie provided an update;

- Application type: Full Application

Planning Reference: 26/00702/FUL

Proposal: Single-storey rear and side extension, first-floor extension over the existing side garage, and erection of a new front porch.

Location: 551 Birmingham Road, Marlbrook, Worcestershire, B61 0HY

- Application type: Full Application

Planning Reference: 26/00680/FUL

Proposal: Single storey rear extension, double storey side extension and replace existing front porch with a new front porch with pitched/sloped roof.

Location: 29 Golden Cross Lane, Catshill, Worcestershire, B61 0LG

A planning meeting will be held to consider whether there are any objections.

- Washingstocks Development
The programme for the site has been paused. Developers will contact the Parish Council once a public consultation time line has been decided.

8.3 Communications

Cllr Masters reported the following;



- There is now an email address to report any issues with the website. website@cnmparish.gov.uk

The Neighbourhood Plan website has been integrated with the Parish Council website. Cllrs are encouraged to check the content and let the Chair know of any changes.

ACTION

8.4 Communications Finance, HR and General Purposes

Cllr Falconer reported;

- Current grant funding applications awaiting a decision include the community fund for the Christmas lights and a bid to National Grid for Lingfield Walk to support its development as a community asset.
- Work has been continued to ensure all groups are working within budget and that savings are found where possible.
- Further use of local funding pots is being explored.

Councillors expressed their thanks to Cllr Falconer for her work seeking out new funding streams.

9. Community Engagement

9.1 This item will be deferred until the next meeting. **ACTION**

10. Chairman's Report

Cllr Laniosh reported the following items;

- Councillors were encouraged to engage and attend meetings as much as possible to help improve their knowledge of the role.
 - The CALC conference in Worcester was very interesting. Key takeaways included information around new funding available to Parish councils such as the National Lottery Fund.
 - It was noted that the average precept amount was £54; the National figure was £90. Councillors were asked to think about whether to increase the local figure which was very low at £22.
 - A wellbeing focus, and active Worcestershire initiative were discussed.
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11. Clerk's Report and Correspondence

- 11.1 The Parish Council contracts with West Mercia Police had been received and would be updated.
- 11.2 A formal complaint had been dealt with under the complaints and procedures policy and had now been closed.
- 11.3 Guidelines around social media use would be updated. **ACTION**
- 11.4 The Parish Council garage has been repaired with a new lock. Keys will be available only to Parish Councillors. The Clerk has authorised this work at a cost of £315.
- 11.5 A new planter for the new sign, currently being made for Marlbrook, will be moved to the proposed site ready to be installed when the sign has been finished.

12. Reports from Parish Councillors

- 11.1 Cllr Osman had received a quote for a potential storage option at Wildmoor, an office space for £178 per month.
- 11.2 Councillors were encouraged to contact Cllr Masters with any content suggestions for the next newsletter.

13. Date of Next Meeting

- 13.1 Thursday 16th July 2026 at 7pm in the Baptist Church. **The meeting finished at 9.15pm**

ACTION Table

Minute Ref	ACTION	For Whom	Due	Status
3.1	Provide VAS analysis	Cllr Osman	16 th July meeting	In progress
5.2	Submit bid for grant to support litter picker group	Cllr Falconer/ Cllr Webb	Ongoing	In progress
8.1	Order Xmas lights for Marlbrook	Clerk	30.06.26	Completed
8.1	Accept Dock Gardens quote and arrange start date for works	Clerk	16 th July meeting	In progress
9.1	Defer agenda item to next meeting	Clerk	16 th July	Completed
11.3	Develop guidelines around social media use	Clerk	Ongoing	In progress



CNM Parish - Catshill and North Marlbrook Parish Council