



You are duly summoned to attend the meeting of Catshill & North Marlbrook Parish Council

Held at: Catshill Baptist Church, Milton Rd, Catshill, Bromsgrove B61 0NA

Date and Time: Thursday, 24th September 2026 at 7.30pm

Councillors summoned to attend: B Laniosh (Chairman), K Falconer, S Cassim, P Masters, S Osman, J Parry, S Webb (Vice Chair), B Mallard, D Heskey, M Williams

Clerk: J Mathews

Parish Council minutes are available for inspection on the council's website or from the clerk

AGENDA

1. Welcome and Acceptance of Apologies

2. Declarations of Interest

2.1 Register of Interests

Councillors are reminded of the need to update their register of interests

2.2 Declarations of any Interests

Any 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 the code of conduct, must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in a criminal offence.

2.3 Dispensation Requests

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 before a meeting.

3. Public Participation

The meeting may 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.



4. Co- Option of Councillors

- 4.1 To receive any formal requests to join the Council from prospective persons who have attended two Full Council Meetings as public observers.
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5. Reports from Outside Bodies

- 5.1 Worcestershire County Councillor
- 5.2 Bromsgrove District Councillors
- Parish Boundaries
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6. Minutes of the Previous Meeting (16th July 2026)

- 6.1 For Approval and to be signed by the Chairman
- 6.2 To provide an update on actions from these minutes (table attached)
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7. Finance

- 7.1 Accounts for payment (two Cllrs to authorise via online banking). A list of invoices provided in meeting's papers (attached)
- 7.2 To approve monthly bank reconciliation statement. (attached)
- 7.3 To receive the closure letter from the External Auditor with details of next steps actions (attached)
- 7.4 Finance & Governance Lead budget update to include a proposal to discuss increasing the Clerk's hours
- 7.5 To discuss and resolve to apply for a Unity Bank Trust Bank Purchasing Card
- 7.6 Update on grants received / applied for
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8. Working Groups Review

- 8.1 To discuss and resolve new draft terms of reference and process (attached)
- 8.2 To discuss and resolve a proposal to create a separate Environment and separate Events group
- 8.3 To discuss and resolve to introduce a new Inclusivity and Accessibility Working Group to work across all groups as necessary to ensure awareness and compliance on Parish Council matters
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9. Working Groups Reports

9.1 Environment & Events

- Re-shaping the Birch tree at the Millennium gardens by the Marlbrook sign.
- To resolve to spend up to £700 on the hire of generator and lights (to include a refundable deposit that would take the amount to over £1k) Three quotes
- To resolve to spend up to £1500 on crowd barrier panels & delivery for fireworks event. Three quotes have been sourced.
- To resolve to spend £200.40 on planters x 2 with top soil from Whiting Landscape
- To resolve to spend £364.50 on Sum Up cards readers for events
- To resolve to spend £60 on winners vouchers for the Scarecrow Festival
- To resolve to spend £360 for the Doorstep Princesses as part of the Scarecrow Festival
- To resolve to spend £213.94 for additional plants for planters
- To resolve to now pay the remaining cost of the fireworks display of £3000
- To resolve to spend £492 for toilets for the fireworks event

9.2 Communications

- To discuss and resolve a proposal to change the Parish Council productivity tools (Google / Microsoft 365) (attached)
- Newsletter update

10. Planning

10.1 To agree terms of reference for the creation of a Planning Committee with delegation to the Clerk (process and TOR attached)

10.2 Current Planning Applications

- Application type: Full Application

Reference: 25/00730/FUL

Proposal: Change of use from C2 Residential Care Home to C3 residential dwelling, and conversion into 9no. apartments (mixture of 1-bed, 2-bed and 3-bedroom) including demolition of section of building on southern elevation. Erection of bin stores and cycle stores, and creation of an extended hard-standing area with retaining wall to form 20 vehicle parking spaces.

Location: The Meadows Nursing Home 656 Birmingham Road Marlbrook Worcestershire
Deadline for comment: 3rd October 2026

- Application type: Full Application

Planning Reference: 26/01036/FUL

Proposal: Single storey rear and side extension to the existing property, which will replace the existing conservatory.

Location: 2B Barley Mow Lane, Catshill, Worcestershire, B61 0LY,
Deadline for comment: 5th October 2026



11. Chairman's Report

12. Clerk's Report and Correspondence

13. 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.

14. Date of Next Meeting

Thursday 29th October 2026 at 7.30pm in the Baptist Church.

Jessica Mathews, Clerk to the Council
18th September 2026