



MINUTES OF THE PARISH COUNCIL MEETING

Held at: Catshill Baptist Church

Date and Time: Thursday 16th July 2026 7.00 pm

Present

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

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

1. Apologies for Absence

1.1 Apologies were received from Cllr Dunkley and Cllr Gillespie.

2. Declarations of Interest / Disclosable Pecuniary Interests

2.1 Cllr Webb declared an interest in Item 8 stating that her husband is the Chairman of the Bromsgrove 6th Scouts Executive.

3. Public Participation

3.1 The meeting was adjourned for public questions. Four members of the public attended the meeting. These included 3 residents who wished to be considered for co-option and a Trustee from the North West Ward Association.

4. Co- Option of Councillors

- 4.1 Dan Heskey 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. He is interested in making the community better for his daughter who is homeschooled and neurodivergent. A vote was taken on the proposal. All Councillors voted in favour of Dan joining the Council.
- 4.2 Dan will join the finance working group.
- 4.3 Cllr Heskey was welcomed to the meeting and joined existing Councillors at the table.



- 4.4 Martyn Williams has recently retired and is keen to use his skills in the Parish Council for his local community in Marlbrook. A keen walker he is very familiar with his local area which will be an advantage to the council. A vote was taken and all Councillors were in favour of Martyn joining the Council.
- 4.5 A decision on which working group Martyn will join will be taken later. Martyn was welcomed to the meeting and joined existing Councillors at the table.
- 4.5 Cllr Osman encouraged the new Cllrs to ask questions whenever they wanted to ensure they understood the proceedings. All new Councillors will be encouraged to undertake the CALC training as part of their induction into the role.
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5. Reports from Outside Bodies

- 5.1 Worcestershire County Councillor – Cllr Mark Dunkley had provided a report in his absence.
- Following a request from Cllr. Falconer, divisional funding of £520 for the Parish Council as contribution towards a new Marlbrook Village sign has been requested. This should be processed in the next few weeks.
 - A request to Highways for a new grit bin to be placed on Cottage Lane on the verge next to no.49 has been refused. An appeal against this decision was lodged stating that the road and pavement here get very icy and poses a danger to the elderly who live in the Bungalows in the cul-de-sac. Unfortunately, the criteria for a W.C.C. bin has not been met, however an application for a green grit bin at this location could be submitted with a contribution of funding towards the cost also available. Highways would need to approve this, and refilling the bin would be the responsibility of the Parish Council.
 - Works is still ongoing with Chads Grove School to address the parking issues and further update will be available soon.
- 5.2 Bromsgrove District Councillor – Cllr Webb provided the following report;
- The Unitary decision will see Worcestershire split into two Councils. This is the favoured decision by BDC. A year with a shadow council will take place before the new system is implemented in 2028. Those wishing to be part of the shadow council can be submitted, with elections to be held in 2027.
 - A vote had taken place on the timeline for the District Plan.
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6. Minutes of the Previous Meeting (25th June 2026)

6.1 The minutes were approved and signed by the Chair.

6.2 Matters Arising – were as follows;

ACTION Table

Minute Ref	ACTION	For Whom	Due	Status
3.1	Provide VAS analysis	Cllr Osman	24 th Sept meeting	Information has been downloaded but software to read the data is now needed
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	Completed October half term has been booked in
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

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
30.06.26	MK Illumination Xmas lights for Marlbrook	£5,156.59 PAID
09.07.26	Mission Create Marlbrook sign	£1, 020 PAID
29.06.26	Neil Bailey Garage door repair & lock	£315 PAID



25.06.26	Pulsar Medical Medical assistance for Party on the Park	£294 PAID
02.07.26	Brett Laniosh Litter group equipment	£59.47
04.07.26	Shirley Webb Party in the Park crafts	£47.86
05.07.26	C Bailey/ Kaos Disco Hire Party in the Park Music	£280
02.07.26	Meadowfields GM June garden maintenance	£237.60
01.07.26	Scribe Ltd Accounting system	£44.40
N/A	Litter picker salary	£203.40
N/A	Clerk salary Clerk travel & admin	

- 7.2 Bank Reconciliation Statement – the bank statement and accounts had been scrutinised by all Councillors.
- 7.3 Additional bank signatories are expected for Cllr Falconer and Cllr Cassim. Cllr Heskey suggested raising a complaint to speed the waiting process up if necessary.
- 7.4 The AGAR was submitted on time to PK Littlejohn the external auditor. The Council will be informed of the outcome, likely during the next month. Full details of the submission are available on the website for public scrutiny.

8. Working Groups

8.1 Environment & Events

Cllr Webb updated the Council;

- Party in the Park is scheduled to take place on Sunday 19th July. A general call for volunteers to help set up at 10am was made. The event will finish at 4pm. There had been some cancellations from stall holders but an additional food seller had been secured. The weather was forecast to be good.
- Leaflets asking those close to the PC planters to undertake some watering responsibilities would be circulated.
- 30mile an hour stickers for bins would be advertised as available in the newsletter
- Litter hoops for volunteers to use are available by contacting the Chair.

An update on the operating plan for the fireworks event was provided from Cllr Osman;

- A meeting has taken place with James Lawrence from the Scouts to look at the logistics for the evening. It had been decided that there would be an entrance and exit on one side only this year, with lanes for payment and volunteers allocated to



each nearer the time. Some cooking facilities would be available with the PC expected to provide some food to purchase.

- Fireworks will be scheduled for 7.15pm, with gates open at 5.30pm.
- Better value fencing is being costed and can be secured at the September meeting.

ACTION

A proposal to decide the share from the ticket sales that the Scouts will receive from this event was discussed.

- Cllr Osman set out the context from the last few years and the maximum amount that could be achieved with full capacity (around £6k). He stressed that all monies would in the first instance be taken and processed by the PC before any share was distributed. He told Cllrs he would take responsibility of the tickets sales and pay it onto the Unity Trust Bank, via the post office, the following day.

Cllr Osman proposed that the Scouts should receive all the proceeds from the ticket sales from the event on the basis that the Scouts work hard to ensure the event runs smoothly both before, during and after. The Chair opened up the discussion from comment from other Cllrs.

Cllrs queried why the Scouts did not run other fundraising events over the year; why the admission cost for the event was set significantly lower than other local fireworks events; why smaller grants requested from other community groups had not been successful?

It was established that the Scouts used the proceeds to fund a camping trip for their members during the summer holidays; that Scout volunteers take time off work to facilitate the event; that the admission prices were set low to ensure full inclusivity for all local families.

The Chair called the debate to an end and asked Cllrs to vote on the proposal that the Scout group should receive all the proceeds from the fireworks event. A vote was taken and the motion was carried. 2 Cllrs were against and the 3 new co-optees abstained as this was their first meeting.

It was **RESOLVED** that the Scout Group would receive all funds generated from this year's Parish Council firework event.

A proposal to decide whether a card reader will be purchased for the events group to use was discussed.

- Cllr Osman set out what the details he had researched stating that card payments reduce the need for cash handling and would allow direct payment into the Unity Trust account. A paper had been provided to Cllr before this meeting, with his preferred provider being Sum Up which had a built in SIM card and no monthly



fee. He suggested purchasing 3 machines to be used at the fireworks event this year, but that could also be used for other PC events such as Easter.

Cllrs discussed whether there would be additional fees; a minimum payment; administration costs; Wifi access; and using a clicker to understand the exact attendance at the fireworks (max capacity is 2500).

The Chair ended the debate and asked for a vote on the purchase of 3 card readers from Sum Up. The vote was unanimous and the motion carried.

It was **RESOLVED** that the PC would purchase card readers to be used at events.

8.2 Planning

- Residents in Lickey Hills had received leaflets announcing proposals to build 120 houses by Cala Homes. Cllrs were asked to remain aware of this despite it not being in the parish. The Clerk had already received objections which had been forwarded to the Parish Clerk at Lickey and Blackwell for information.

8.3 Communications

Cllr Masters reported the following;

- The latest newsletter will be ready for print next week. Cllr Webb had agreed to deliver it to the distribution service and provide payment which will be reimbursed.
- Cllr Cassim was thanked for her article that has been added to the website.
- Google Meet does not work well enough for video conferencing for some Cllrs. Cllr Mallard will provide a comparison with MS Teams to decide if this should be the preferred online meeting system. ACTION
- Cllrs were reminded that Whatsapp should be used only for brief communication not official business or debate. In this case email should be used by Cllrs.
- A suggestion for all Cllrs to meet with their devices to ensure correct set up was made and will be considered after the summer meeting break.

8.4 Finance, HR and General Purposes

Cllr Falconer reported;

- She had attended Funding Finder training which had been very helpful and informative. Work to identify appropriate funding pots for PC projects will now begin.
- Cllr Webb suggested a funding pot being provided by Travis Perkins should be explored.



9. Community Engagement

- 9.1 Discussion ensued around how the PC could engage more with parishioners. Suggestions included being present and visible at non- PC events to raise the PC's profile using the new branded gazebo; purchasing lanyards or branded clothing to be easily identifiable at Councillors; including a QR code on noticeboards asking 'tell us what you think'; running feedback polls on the website; using competitions such as photography in the community; and developing a local calendar for sale.
- 9.2 The Chairman thanked Councillor for their ideas several of which will be further developed when the full council returns in September.
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10. Chairman's Report

Cllr Laniosh reported the following items;

- He would be unable to attend a CALC Executive meeting on 28th July. Any Councillor who wished to attend in his place should let him know.
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11. Clerk's Report and Correspondence

- 11.1 A proposal to re- establish a formal planning committee was discussed. A formal committee would have to be clerked and minuted which would need to be accounted for within the existing hours of the clerk. Exact details around the rules that a committee must follow would be researched by the clerk. This would include whether meetings could be held online or in person and rules around notice to the public. The Meadow was mooted as a possible venue for a committee. ACTION
- 11.2 A resignation letter had been received from Cllr Tessa Gillespie. Cllr Gillespie has served on the PC for many years and had been an active member of the council, in particular her expertise in planning would be missed. Cllr expressed sadness and thanks at the news and wished her well in the future.
- 11.3 Cllr Karl Burgess has not attended a PC meeting for a consecutive 6 months and under statutory rules is no longer able to remain as a Parish Councillor. The Chair thanked him in his absence for his support to the PC in past years. He will be formally removed and a notice of vacancy will be posted through Electoral services.
- 11.4 A formal complaint has been received regarding this year's AGAR process and internal audit report. The matter will be dealt with under the complaints process and brought to a conclusion when the council meet again in September.



12. Reports from Parish Councillors

- 11.1 Cllr Parry reported that she has joined The Meadow committee as a Parish Council representative to aid collaborative work between local organisations. The Meadow are actively looking for a treasurer and asked that Parish Councillors either consider this position themselves or advertise this vacancy to anyone suitable they might know. Cllr Falconer offered to help with any funding that may be suitable for The Meadow using WCC's funding finder system.
- 11.2 Cllrs requested that more details around the Junior Councillors scheme was provided in the September meeting, in particular to provide details for the new members of the PC.
- 11.3 It was noted that the bus stop is in need to a refresh and repaint.
- 11.4 The Chair thanked everyone for a good informative meeting. He reminded everyone to keep communications consistent and to ensure the PC logo is present.

13. Date of Next Meeting

- 13.1 Thursday 24th September 2026 at 7.30pm in the Baptist Church.

The meeting finished at 9.13 pm

ACTION Summary

6.2 In progress - Cllr Osman to provide VAS analysis at the 24th September meeting

6.2 In progress - Cllr Falconer/ Cllr Webb to submit bid for grant to support litter picker group

6.2 In progress – the clerk is developing guidelines around social media use

8.1 In progress Cllr Osman to secure quotes for security fencing for the fireworks event

8.3 In progress Cllr Mallard to investigate developing the Council IT systems to include online meeting software

11.1 In progress the Clerk to provide draft planning committee process and terms of reference at the September 24th meeting
