



## **STONEHOUSE** **TOWN COUNCIL**

To Members of the Town Council

You are hereby summoned to attend a meeting of the Town Council to be held on  
Monday 14th November 2022 at 7.00pm at the Town Hall, 1 Queens Street, Stonehouse

### **Council Members:**

Councillors: Rachel Armstrong, Chris Brine, John Callinan, Keith Creighton, Debbie Curtis, Michael Davis, Mark Edwards, Carol Kambites (Vice-Chair), Neil Gibbs, Gary Powell (Chair), Val Randell, Keith Terry and Theresa Watt

*All residents of the Parish are welcome to attend the meeting. Up to 15 minutes will be set aside at the beginning of the meeting for members of the public to raise questions.*

*Carlos Novoth*

Town Clerk

9<sup>th</sup> November 2022

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*Attendees are reminded that the Proceedings of this meeting may be filmed, photographed or recorded.*

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### **A G E N D A**

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| TC2927 | To receive apologies   |
| TC2928 | To receive declarations of interest  |
| TC2929 | To approve the minutes of the Town Council meeting of 17 <sup>th</sup> October 2022  |
| TC2930 | To receive an update following the recent publication of the Notice of Vacancy for the vacant Town Cllr post   |
| TC2931 | To receive reports from Chair of Town Council and town councillors   |
| TC2932 | To receive and request reports from County and District Councillors  |
| TC2933 | To receive RFO's budget report and bank reconciliation for October '22   |
| TC2934 | To approve the latest payment list   |
| TC2935 | To note the minutes of the Business Committee meeting on 31 <sup>st</sup> October 2022 and to approve the following recommendations:                       |
|        | <ul style="list-style-type: none"><li>• To approve two new signatories for the town council's Lloyds 'Ordinary Account' (main operating account)</li></ul> |



- To retrospectively approve the council's three year gas supply contract
- TC2936 To receive the Clerk's report on a replacement for the Council's vehicle and approve his recommendations. ✓
- TC2937 To note the minutes of the Environment Committee meeting on 24<sup>th</sup> October 2022 and to approve the following recommendations: ✓
- Undertake the following Committee recommendations resulting from the recent tree survey:
    - Pollarding for the Willow trees at Stagholt.
    - Removal of trees at the Telecoms mast.
    - Undertake a PICUS study of the Willow tree in the High Street to more fully establish the condition of the tree.
    - A site meeting to take place in Doverow Wood by John Parker, Peter Glendale, Councillors Theresa Watt, John Callinan and Rachel Armstrong.
- TC2938 To provide comment to the Licensing Authority on its consultation for the variation to the Stonehouse Town Market Street Trading Consent ✓
- TC2939 To determine the town council's position in relation to its planning application at Oldends Lane and consider whether the Town Council's car park remains available for Housing Development ✓
- TC2940 To approve the town council's meeting dates for 2023 calendar year ✓
- TC2941 To approve GAPTC's internal audit service for the town council's 2022/23 annual internal audit ✓
- TC2942 To receive and comment on the Community Governance Review - Stage 1 Consultation from Stroud District Council ✓
- TC2943 To receive the Clerk's update
- TC2944 Date of next meeting - Monday 12<sup>th</sup> December '22

***Public Bodies (Admission to Meetings) Act 1960***

***The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.***

- TC2945 To approve Business Committee Recommendations resulting from its meeting on 31<sup>st</sup> October 2022 in relation to the following HR recommendations:-
- Recommendation 1 - Nationally agreed salary increase
  - Recommendation 2 - Local increment rise - Groundsperson
  - Recommendation 3 - Covid related sickness





**STONEHOUSE  
TOWN COUNCIL**

**Minutes of a meeting of the Town Council  
held on Monday 17<sup>th</sup> Oct 2022 at 7.00pm**

**Present:**

Councillors: Councillors: Rachel Armstrong, John Callinan, Keith Creighton, Mike Davis, Neil Gibbs, Carol Kambites (Vice Chair), Gary Powell (Chair), Val Randell, Keith Terry and Theresa Watt.

In Attendance: Clerk to Stonehouse Town Council, three representatives of Salmon Development and a representative of Ridge Planning (Consultants) (Ward Cllr Mattie Ross offered her apologies).

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***Attendees were reminded that the Proceedings of the meeting could be filmed photographed or recorded.***

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A presentation was made by representatives of Salmon Developments and Ridge Planning in support of the development on the SKF site. The following key point were made:

- The developer and planning agent had met with Cllrs from the town council and had visited the site
- 4 new buildings to be built plus 3 small shutter units totalling 314,000 square feet built to modern industrial standards
- Provides 300/400 new jobs
- Currently applying for permission to demolish existing buildings - the heritage of the site will be noted.
- The buildings will be taller than the existing buildings on site and marginally taller than the Sartorius building
- The developer is aiming to meet carbon neutrality earlier than 2050 as reflected in the emerging local plan
- Salmon development are a speculative builder but already has a lot of interest from high end industry
- The develop is currently speaking to residents along The Avenue about their proposals and will be meeting with them as a collective very soon.

Representatives faced a number of questions.

The Chair thanked both Salmon Developments and Ridge Planning for attending the meeting and providing a useful overview of their current position, commenting notably that their efforts in consulting with residents was most valuable.



## AGENDA

- TC2907 To receive apologies**  
Apologies were received from Cllr Chris Brine
- TC2908 To receive declarations of interest**  
Cllr Gary Powell declared an interest in Agenda Item TC2915
- TC2909 To approve the minutes of the Town Council meeting of 26<sup>th</sup> September 2022**  
Council APPROVED the minutes as a true and accurate record of the meeting
- TC2910 To note Cllr David Thorpe's resignation as Town Councillor and publication of the corresponding Notice of Vacancy**  
Council NOTED the resignation
- TC2911 To consider applications to fill the two vacant Town Councillor posts through Co-option**  
The council received three applications for the two vacant posts. All three applicants attended the meeting providing an explanation of why they wished to be considered. Candidates left the meeting to allow voting. It was considered that all three applicants would be suitable for the vacant positions.  
Deborah Curtis and Mark Edwards received the majority votes.  
It was explained that whilst the third applicant was unsuccessful on this occasion, there will be another opportunity to be considered for either election or co-option once the current Notice of Vacancy has reached its deadline date.  
Council RESOLVED to co opt Mark Edwards and Deborah Curtis onto the town council.
- TC2912 To receive reports from Chair of Town Council and town councillors**  
The Chair of Council noted the following:
- Planting of a tree within Stonehouse Town Football club with a plaque at the base of the tree commemorating the Queens Platinum Jubilee
  - Thanks to 'In Bloom' volunteers, council staff and others for their efforts in winning Silver Gilt for the whole of the British Isles - Judges were very complimentary of the partnership between the council and 'In Bloom' - there was a suggestion to have plaques commemorating the success in each of the planters
- Cllr Kambites stated that progress was being made with the Ship Inn site; there was general agreement about a way forward for the Horsetrough roundabout which was to reduce speed limits to and from the roundabout to 30 MPH; there was a site visit with the planner acting on behalf of the site owner; she attended an online



meeting run by GAPTC re supporting people suffering from fuel poverty

**TC2913 To receive and request reports from County and District Councillors**

At the time of the meeting, there were no representations made by ward or county councillors. Ward Cllr Mattie Ross informed the town council the following day that she had sent a report for council to consider on the day of the meeting. The Clerk identified that he had been experiencing problems with his email. The report was distributed by email.

**TC2914 To receive RFO's budget report for September '22 and the bank reconciliation for August and September '22**

The Clerk highlighted the ongoing problem of high water and electricity bills for the pavilion albeit this was gradually coming to a hopeful successful conclusion.

Council NOTED the latest budget position of total 'Actual Net' income of £477,015.92, total 'Actual Net' expenditure of £189,552.16 and total Reserve movements totalling £43,996.95.

Council also NOTED both the August and September account reconciliation with closing balances of £437,889.73 and £403,942.06 respectively

In light of his declared interest in agenda item TC2915, at 7.55pm Cllr Gary Powell passed the Chair to the Vice Chair and left the meeting

**TC2915 To approve the latest payment list**

Councillors queried the growing costs of using Jireh for its IT support. The Clerk acknowledged that this was a matter that needed to be questioned more. A question was raised in relation to the hire of the new council gazebo. The clerk suggested that the gazebo should be hired out when in use on the Town Green.

Council APPROVED the payment list totalling £27,728.18

Cllr Gary Powell returned to the meeting to resume as Chair

**TC2916 To note the work being undertaken by both Environment committee and Business committee in preparation of the 2023/24 council budget**

Council AGREED with the suggestion that Officers should undertake an initial assessment of budget with the respective Chairs and Vice Chairs before presenting to committees

**TC2917 To note the Council's Pension assessment as undertaken by PATA and the submission of the Redecclaration of Compliance**

Council NOTED the submission

**TC2918 To note the External Auditors comments on the town council's 2021/22 AGAR submission**



Council NOTED the error in the AGAR submission. The Clerk confirmed that this was an error within the Edge finance system and that it will be corrected in next year's submission as requested by the auditor. 'Edge' have been notified. A further error was mentioned in relation to the named council on the external auditor's report - it identifies 'Old Alresford Parish Council - HA0202'. The Clerk commented that this will be brought to the auditor's attention but that the figures in the report do relate to Stonehouse Town Council

**TC2920 To note the minutes of the Business Committee meeting on 3<sup>rd</sup> October 2022**

Council NOTED the minutes. Matters relating to HR issues to be discussed in detail in agenda item TC2926

**TC2921 To note the minutes of the Environment Committee meeting on 27<sup>th</sup> Sept 2022**

Council NOTED the minutes

**TC2922 To receive the findings of a recent Tree Survey undertaken of the town council's tree stock and to approve the surveyor's recommendations**

Councillors received full supporting information that included the following documents:

- Stroud District Council's 'Request for Quotation - Arboricultural Surveying Services relating to a tree surveying contract commencing 6<sup>th</sup> September 2021
- Visual Tree Assessment dated 9<sup>th</sup> September 2022 and produced by 'Glendale' - the report included recommendations based on its findings.
- Emails from Glendale dated 30<sup>th</sup> September providing additional information in support of their recommendations to trees at Stagholt and Doverow.

Councillors raised concern over the justification for the surveyors recommendations. It was felt more detail was needed in relation to the Willow tree on the town green, although it was acknowledged by one town councillor that the Willow tree was rotten. There was also concern that the Clerk had not followed due process in commissioning the survey work in that, the matter had not been discussed fully at either Environment Committee or Full Town Council. There was also concern about the process used by the District Council in securing the services of the surveyor

The Clerk made the following comments:

- The process followed by Stroud District Council (SDC) in securing the services of a professional tree surveyor was detailed and considered a wide range of issues including that of the qualifications held by the surveyors
- SDCs contract allowed town and parish councils to benefit from their expertise in securing the contract, the low rates at which



the service were charged and the professionalism with which the contractor conducted its work

- The council had not had its trees surveyed (supported by a professional indemnity) for a number of years and so the Clerk was playing catch up and felt that speed was of the essence
- The survey was conducted by professionals within the arboriculture industry and that whilst the council may not wish to follow through the recommendations in the report, not doing so would place the council in a difficult position should an accident/incident occur resulting from a failure to act

The Clerk strongly recommended that council followed through the recommendation of the Glendale report.

There was discussion on the issue of securing another tree survey as well as the removal of the fencing around the Willow Tree on the town green.

Cllr Neil Gibbs proposed the removal of the fencing around the Willow tree and referring the tree survey back to Environment Committee for consideration - this was seconded by Cllr John Callinan.

Cllr Theresa Wat asked for an amendment to leave the fencing in place and refer the report back to Environment Committee - this was seconded by Cllr John Callinan - all voted in favour of the amended proposal.

- TC2923**      **To receive a safety report from 'Worknest' and consider the actions recommended by the company**  
The report had not been distributed in time.  
Council AGREED to refer the report back to Business Committee

- TC2924**      **To receive the Clerk's update**  
The Clerk drew attention to the Outline Business Case for the feasibility study in relation to the Stroudwater railway station. The clerk reminded Council that it had committed funding towards the study. The council currently holds two reserve amounts for this totalling £15,000 - £5,000 under the Reserve heading on 'Feasibility' and £10,000 (contribution from Ecotricity) under 'Stroudwater Railway Feasibility study'. The council are to receive an invoice fairly soon. As council had already made the commitment to pay its contribution from reserves, payment will be made on receipt of an invoice - the payment will be added to a payment list for authorisation.

- TC2925**      **Date of next meeting - Monday 14<sup>th</sup> November '22**  
Council NOTED the date of the next meeting

***Public Bodies (Admission to Meetings) Act 1960***

***The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.***



**TC2926 To approve Business Committee Recommendations in relation to the following HR issues:-**

- a) **Agenda Item 6 of HR Sub Committee meeting dated 3<sup>rd</sup> Oct '22**  
Council APPROVED the recommendation
- b) **Agenda Item 8 of HR Sub Committee meeting dated 3<sup>rd</sup> Oct '22**  
Council APPROVED the recommendation
- c) **Agenda Item 11 of HR Sub Committee meeting dated 3<sup>rd</sup> Oct '22**  
Council APPROVED the recommendation



## Notes on Agenda items, Full Town Council Monday 14<sup>th</sup> November 2022

TC2929 - Minutes	Minutes attached
TC2930 – Cllr Vacancy	<p>Following the Cllr vacancy left by David Thorpe, a Notice of Vacancy has been published on both the town council's notice board and website. The Election Authority has confirmed there has been no call for an Election. The Town council must now fill the vacancy as soon as possible. Good Practice suggests that the vacancy should be published prior to co option</p> <p><b>Recommendation: For Council to publish the vacancy requesting interested parties to apply for co option.</b></p>
TC2933 – Budget report and Reconciliation	Budget report and Bank Reconciliation for Oct '22 attached
TC2934 – Payments List	Payment list attached
TC2935 – Business Committee	<p>BC Minutes attached</p> <p>In November 2021, the town council approved new gas and electricity supply contracts for 1 year and 3 years respectively. A mistake was made and the contract for gas was let for a period of 3 years; this is not in accord with the council's decision.</p> <p>Current prices for gas runs at approximately 22 pence per unit with daily charges well in excess of £1 per day. The council's current gas contract is based on 8.43 pence per unit and £1.44 per day standing charge</p> <p><b>BC Recommendation: For town council to provide retrospective approval for the Council's existing three year gas supply contract</b></p>
TC2936 – Vehicle replacement	See attached Clerk report
TC2937 – Environment Committee	EC Minutes attached
TC2938 – Licensing App	<p>See attachment</p> <p>Initial view of the recent licensing application suggested that the variation to the Town Market Licence related only to the number of stall locations. Due to the need for a speedy response to the consultation, the Clerk consulted with the Chair and Vice Chair to seek confirmation of the response to SDC. The matter was then brought to Business Committee on 31<sup>st</sup> October, for retrospective approval.</p> <p>However, the application for the licence variation included bringing forward the start time for all town market dates. The matter has therefore been brought to full town council for comment.</p>
TC2939 – STC Planning App	<p>In March 2017, the town council submitted a planning application for the following: <i>'Demolition of clubhouse and erection of replacement pavilion extension with car park extension, surfacing, landscaping and new access. Erection of ten dwellings. Resubmission of S.17/1603/FUL (380093 - 206061)'</i></p> <p>The application remains undetermined.</p> <p>Due to comments received by the council from both the Magpies Social Club and Stonehouse Town Football club as far back as 2019, in relation to the design and location of the proposed facility in addition to the inclusion of housing being built on the site of the car park, a Council run working group was set up to revisit the decisions on which the original design was based. It has since been established that there is limited support for pursuing the application.</p> <p>The Planning Authority is currently enquiring as to the council's intentions for the site both in terms of pursuing the planning application and the site's use for Housing development.</p>
TC2940 – 2023 Meetings	See attached Calendar of meetings
TC2941 – Internal Audit	The Town council is required, prior to the end of the calendar year to secure the services of a competent internal auditor for its 22/23 annual internal audit. GAPTC have undertaken the internal audit for the town council in recent years and it is recommended they are used once again.



	<p>The town council were charged £390 for last year's audit. 2023 Costs are estimated to be a similar level</p> <p><b>Recommendation: For town council to use GAPTC to undertake its annual internal audit.</b></p>
<b>TC2942 – Gov review</b>	See attached documents
<b>TC2943 – Clerk's update</b>	<ul style="list-style-type: none"> <li>The latest Newsletter has been printed and distributed in a limited form</li> <li>Discussions with Chairs and Vice Chairs of Committees are taking place with regards the budget setting process.</li> </ul>
<b>TC2945 – HR Recommendations</b>	Recommendations to be detailed verbally at the meeting



# Financial Budget Comparison

Comparison between 01/04/22 and 31/10/22 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance	Bal %age
<b>INCOME</b>						
<b>Town Business Committee</b>						
100	Precept	£357,130.00	£0.00	£357,130.00	£0.00	0.00%
105	Newsletter Advertising	£1,000.00	£0.00	£100.00	£900.00	-90.00%
110	Revenue from Lettings	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
115	Meeting Room Hire	£300.00	£0.00	£0.00	£300.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£561.71	£238.29	-29.79%
125	Stonehouse Town FC lease	£500.00	£0.00	£0.00	£500.00	-100.00%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£6,548.00	£0.00	£0.00	£6,548.00	-100.00%
140	Building Lease at OEL	£637.00	£0.00	£0.00	£637.00	-100.00%
145	Magpies Social Club	£3,150.00	£0.00	£1,837.50	£1,312.50	-41.67%
150	Community Centre Lease	£500.00	£0.00	£0.00	£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£350.00	£1,650.00	-82.50%
160	Misc Building Hire	£500.00	£10,000.00	£307.69	£10,192.31	-2038.46%
170	Investments Interest	£0.00	£0.00	£101,022.78	£101,022.78	100.00%
171	Bank Interest - Lloyds Bank	£0.00	£0.00	£0.00	£0.00	0.00%
172	Bank Interest - Charity A/C	£0.00	£0.00	£0.00	£0.00	0.00%
173	Bank Interest - Natwest	£0.00	£0.00	£0.00	£0.00	0.00%
174	Bank interest - Cambridge BS	£0.00	£0.00	£0.00	£0.00	0.00%
175	Town Hall/Library Recharges	£4,000.00	£0.00	£0.00	£4,000.00	-100.00%
176	Bank Interest - Nationwide	£0.00	£0.00	£0.00	£0.00	0.00%
177	Bank Interest - Melton Building Society	£0.00	£0.00	£0.00	£0.00	0.00%







# Financial Budget Comparison

Comparison between 01/04/22 and 31/10/22 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance	Bal %age
300 Petty Cash - Income	£0.00	£0.00	£0.00	£0.00	0.00%
<b>Total Town Business Committee</b>	£379,065.00	£10,000.00	£461,309.68	£72,244.68	19.06%
<b>Town Environment Committee</b>					
200 Stonehouse in Bloom	£1,500.00	£0.00	£250.00	£-1,250.00	-83.33%
205 Event Income/Donations	£1,200.00	£0.00	£380.00	£-820.00	-68.33%
210 Planting Sponsorship	£800.00	£0.00	£1,513.24	£713.24	89.16%
215 Grants	£0.00	£0.00	£14,269.90	£14,269.90	100.00%
<b>Total Town Environment Committee</b>	£3,500.00	£0.00	£16,413.14	£12,913.14	368.95%
<b>Total Income</b>	£382,565.00	£10,000.00	£477,722.82	£85,157.82	22.26%

## EXPENDITURE

<b>Town Business Committee</b>					
1000 Salaries	£168,885.00	£0.00	£72,011.95	£96,873.05	-57.36%
1010 Training & Recruitment	£3,000.00	£0.00	£2,820.50	£179.50	-5.98%
1020 Health & Safety	£4,500.00	£0.00	£960.44	£3,539.56	-78.66%
1030 Professional Fees	£10,000.00	£0.00	£2,051.34	£7,948.66	-79.49%
1040 IT support	£8,750.00	£0.00	£6,032.57	£2,717.43	-31.06%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%
1060 Grants	£15,000.00	£20,000.00	£25,368.00	£9,632.00	-64.21%
1070 Town Hall/Library Shared Costs	£16,100.00	£0.00	£9,188.55	£6,911.45	-42.93%
1080 Town Hall/Library STC costs	£2,500.00	£0.00	£525.94	£1,974.06	-78.96%
1090 Admin Expenses	£4,250.00	£0.00	£4,705.54	£-455.54	10.72%
1100 Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	-100.00%
1110 Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%
1120 Election Costs	£0.00	£9,096.95	£9,096.95	£0.00	0.00%
1130 Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	-100.00%
1140 Pavilion Overheads	£12,900.00	£0.00	£3,843.50	£9,056.50	-70.21%
1150 Workshop Overheads	£2,700.00	£0.00	£5,268.35	£-2,568.35	95.12%







# Financial Budget Comparison

Comparison between 01/04/22 and 31/10/22 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance	Bal %age
1160	Equipment & Vehicle Costs	£4,900.00	£2,726.70	£2,173.30	-44.35%
1170	Youth Centre Workers	£50,000.00	£31,964.00	£18,036.00	-36.07%
1180	Youth Centre Overheads	£8,900.00	£3,213.25	£5,686.75	-63.90%
1200	Subscriptions	£3,500.00	£764.00	£2,736.00	-78.17%
1210	Insurances	£6,500.00	£0.00	£6,556.23	0.87%
1220	Project Planning & Delivery	£0.00	£0.00	£15,000.00	100.00%
1230	Climate Change	£5,000.00	£166.00	£4,834.00	-96.68%
1240	Petty Cash	£0.00	£0.00	£0.00	0.00%
<b>Total Town Business Committee</b>		£328,765.00	£29,096.95	£202,263.81	-47.33%
<b>Town Environment Committee</b>					
1190	Amenity Areas	£38,500.00	£14,900.00	£23,987.45	-62.31%
2000	Christmas Lights	£5,000.00	£0.00	£3,686.70	-73.73%
2005	Climate Change	£2,000.00	£0.00	£1,900.00	-95.00%
2010	In Bloom	£7,000.00	£0.00	£9,014.83	-128.78%
2020	Street Furniture/Bus Shelters	£3,000.00	£0.00	£3,000.00	-100.00%
2030	Traffic Calming/Transport Studies	£1,000.00	£0.00	£1,000.00	-100.00%
2040	Town Greens Maintenance	£0.00	£0.00	£199.20	100.00%
2050	Cultural Events & Studies	£7,000.00	£0.00	£5,590.00	-79.86%
2060	Signage	£300.00	£0.00	£300.00	-100.00%
2070	Town Centre Partnership	£0.00	£0.00	£0.00	0.00%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice	£0.00	£0.00	£0.00	0.00%
<b>Total Town Environment Committee</b>		£63,800.00	£14,900.00	£48,279.78	-75.67%
<b>Total Expenditure</b>		£392,565.00	£43,996.95	£238,777.92	-60.83%







# Financial Budget Comparison

Comparison between 01/04/22 and 31/10/22 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£382,565.00	£10,000.00	£477,722.82	£85,157.82	22.26%
Total Expenditure	£392,565.00	£43,996.95	£232,684.03	£203,877.92	-51.93%
Total Net Balance	-£10,000.00		£245,038.79	-£118,720.10	







# Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number	31	Bank Statement No.	31
Statement Opening Balance	£403,942.06	Opening Date	01/10/22
Statement Closing Balance	£554,610.29	Closing Date	31/10/22
True/ Cashbook Closing Balance	£554,610.29		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/10/22	BGC031022SDC	Stroud District Council	0.00	178,565.00	582,507.06
04/10/22	DEB041022SCREW FIX	Screwfix	19.99	0.00	582,487.07
04/10/22	FPI041022MAGPIE	Magpies Social Club	0.00	262.50	582,749.57
05/10/22	DEP051022AHCRU K	Angela Hearn - Cancer Research UK	0.00	24.00	582,773.57
05/10/22	FPI051022SPFPTA	Stonehouse Park Federation PTA	0.00	36.00	582,809.57
10/10/22	DD101022YUENER GY	YU Energy	296.97	0.00	582,512.60
10/10/22	DEB101022AMAZO N	Amazon	8.99	0.00	582,503.61
10/10/22	FPI101022HOPELA ND	Hopelands School	0.00	24.00	582,527.61
10/10/22	FPI101022MWCC	The Mulled Wine & Chestnut Co	0.00	24.00	582,551.61
13/10/22	BGC131022AA	Arboricultural Association	0.00	36.00	582,587.61
14/10/22	DD141022O2	O2	39.92	0.00	582,547.69
17/10/22	DD171022WATERP LUS	WaterPlus	61.97	0.00	582,485.72
17/10/22	DEB171022VOIPFO NE	Voipfone	0.51	0.00	582,485.21
18/10/22	DD181022NEST	NEST	315.91	0.00	582,169.30
18/10/22	DEB181022POSTO FFICE	Post Office	7.65	0.00	582,161.65
18/10/22	PAY181022LLOYD S	Lloyds Bank	7.00	0.00	582,154.65
19/10/22	FPI191022SDFB	Stroud District Food Bank	0.00	36.00	582,190.65
19/10/22	FPO1910221STCAL L	1st Call Auto Rentals	64.00	0.00	582,126.65
19/10/22	FPO191022ALLD& D	All Done and Dusted	117.00	0.00	582,009.65
19/10/22	FPO191022CDRAIN AGE	Cotswold Drainage	528.00	0.00	581,481.65
19/10/22	FPO191022CSG	Cotswold Security Group Ltd	36.00	0.00	581,445.65
19/10/22	FPO191022DBRO WN	Dennis Brown & Son	148.22	0.00	581,297.43
19/10/22	FPO191022GARYP	Gary Powell	61.75	0.00	581,235.68
19/10/22	FPO191022GCC	Gloucestershire County Council	0.00	0.00	581,235.68
19/10/22	FPO191022GRFAS T	G R Fasteners	13.19	0.00	581,222.49







# Bank Account Reconciled Statement

19/10/22	FPO191022GRUND ON	Grundon Waste Management Ltd	56.24	0.00	581,166.25
19/10/22	FPO191022HMRC	HMRC	2,833.80	0.00	578,332.45
19/10/22	FPO191022HURNS	Hurns Hardware	96.06	0.00	578,236.39
19/10/22	FPO191022JIREH	Jireh Solutions Ltd	358.38	0.00	577,878.01
19/10/22	FPO191022JOMEW	Jo Mew Creative	166.00	0.00	577,712.01
19/10/22	FPO191022KELLA WAY	Kellaway Building Supplies Ltd	71.83	0.00	577,640.18
19/10/22	FPO191022NETTL	Nettl (Incorporating Absolute Creative)	60.00	0.00	577,580.18
19/10/22	FPO191022PATA	PATA Payroll	52.15	0.00	577,528.03
19/10/22	FPO191022PROLIF IC	Prolific Solutions (South West) Ltd	48.02	0.00	577,480.01
19/10/22	FPO191022RLACE Y	Richard Lacey	350.00	0.00	577,130.01
19/10/22	FPO191022SBF	Stroud Book Festival	500.00	0.00	576,630.01
19/10/22	FPO191022SIMHY GIENE	Simple Hygiene Solutions	65.66	0.00	576,564.35
19/10/22	FPO191022SOS	Stroud Office Supplies	37.72	0.00	576,526.63
19/10/22	FPO191022STROU DALARM	Stroud Alarms	210.12	0.00	576,316.51
19/10/22	FPO191022THEDO OR	The Door	10,000.00	0.00	566,316.51
19/10/22	FPO191022TWH WKINS	T W Hawkins & Sons	2,200.01	0.00	564,116.50
19/10/22	FPO191022VW&AU DI	Volkswagon & Audi Centre	155.72	0.00	563,960.78
24/10/22	FPI241022LSHALL CROSS	Lesley Shallcross - Slimming World	0.00	24.00	563,984.78
24/10/22	SO241022STAFFS ALARY	Staff Salaries	7,439.13	0.00	556,545.65
26/10/22	DD261022STAYTE	John Stayte Services Ltd	111.80	0.00	556,433.85
27/10/22	DD271022NEST	NEST	1,367.01	0.00	555,066.84
28/10/22	DEB281022VOIPFO NE	Voipfone	8.40	0.00	555,058.44
28/10/22	SO281022PATA	PATA Payroll	52.15	0.00	555,006.29
28/10/22	SO281022UBICO	Ubico Limited	468.00	0.00	554,538.29
31/10/22	FPI311022CDESIG N	Crafthouse Design	0.00	36.00	554,574.29
31/10/22	FPI311022CHURCH T	Churches Together In Stonehouse	0.00	36.00	554,610.29

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
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# Bank Account Reconciled Statement

Total debits / credits

28435.27

179103.5

Reconciled by Carla Swindells

Signed \_\_\_\_\_

Clerk / Responsible Financial Officer

Chair

Date \_\_\_\_\_

\_\_\_\_\_







# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
2701		£93.60	1180/4	31/10/22	All Done and Dusted - Cleaning of the Pod	1044
		<b>£93.60</b>			All Done and Dusted - Total	
2707		£213.60	1150/5	31/10/22	Allstone Speedy Skips - Skip OEL	60909
		<b>£213.60</b>			Allstone Speedy Skips - Total	
2658		£333.99	1090/2	11/10/22	Buyer Direct LTD - Gazebo	2115
		<b>£333.99</b>			Buyer Direct LTD - Total	
2715		£26.99	1150/3	31/10/22	Dennis Brown & Son - Fencing pliers	12420
		<b>£26.99</b>			Dennis Brown & Son - Total	
2699		£400.00	1090/2	28/10/22	Gill Sermon - Design and artwork for Stonehouse News	221028
		<b>£400.00</b>			Gill Sermon - Total	
2710		£138.77	1080/2	31/08/22	Gloucestershire County Council - Glen Cleaning August 2022 - unpaid previously as wrong bank details	1800663908
2711		£138.77	1080/2	23/09/22	Gloucestershire County Council - Glen Cleaning September 2022 - unpaid previously as wrong bank details	1800664338
2712		£138.77	1080/2	26/10/22	Gloucestershire County Council - Glen Cleaning - October 22	1800670411
		<b>£416.31</b>			Gloucestershire County Council - Total	
2683		£216.00	1010/1	25/10/22	Greenway Training - Brushcutter & Strimmer Training - Paul	202203659
2684		£354.00	1010/1	25/10/22	Greenway Training - Chainsaw Training - Paul	202203661
		<b>£570.00</b>			Greenway Training - Total	
2719		£31.40	1150/5	31/10/22	Grundon Waste Management Ltd - Waste collection - Workshop	0721659
		<b>£31.40</b>			Grundon Waste Management Ltd - Total	
2717		£31.35	1150/3	31/10/22	Hurns Hardware - Ruler, padlock, keys	251703
		<b>£31.35</b>			Hurns Hardware - Total	
2705		£290.88	1040/1	01/11/22	Jireh Solutions Ltd - ICT Support	25240
2706		£495.00	1040/1	31/10/22	Jireh Solutions Ltd - ICT Support - Issue resolving October 22	25154
		<b>£785.88</b>			Jireh Solutions Ltd - Total	

Signature

Signature

Date



# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
2718		£67.12	1160/3	31/10/22	John Stayte Services Ltd - Diesel and petrol October 22	9001682
		<b>£67.12</b>			John Stayte Services Ltd - Total	
2708		£44.49	1150/3	01/11/22	Kellaway Building Supplies Ltd - Claw hammer, carpenter pencils, fast set post fix - Laburnum Park	002239989
2709		£64.98	1150/3	01/11/22	Kellaway Building Supplies Ltd - Fast set post fix - Dog bins OEL	002239990
2714		£27.55	1150/3	03/11/22	Kellaway Building Supplies Ltd - Tool, polyfilla, blades - Pavilion	002242210
		<b>£137.02</b>			Kellaway Building Supplies Ltd - Total	
2720		£39.92	1040/4	30/10/22	O2 - Mobile phone charges - October 22	17089049
		<b>£39.92</b>			O2 - Total	
2703		£57.55	1040/1	31/10/22	Prolific Solutions (South West) Ltd - Copies done and ICT support	8630
		<b>£57.55</b>			Prolific Solutions (South West) Ltd - Total	
2702		£802.00		31/10/22	ROSPA Play Safety - Training course for Richard Smart	67388
1		£582.00	1010/1		Training fee	
2		£220.00	1010/1		Exam fee	
		<b>£802.00</b>			ROSPA Play Safety - Total	
2698		£65.66	1180/7	28/10/22	Simple Hygiene Solutions - Feminine waste collection - Pod, TH, Pavilion	0939
		<b>£65.66</b>			Simple Hygiene Solutions - Total	
2571		£20.00	1090/2	30/08/22	Stonehouse Royal British Legion - Payment for Wreath for Sunday Remembrance Service - Nov 22	
		<b>£20.00</b>			Stonehouse Royal British Legion - Total	
2716		£210.12	1070/8	01/11/22	Stroud Alarms - Annual fire & emergency lighting maintenance renewal	51466
		<b>£210.12</b>			Stroud Alarms - Total	
2704		£1,680.00	1190/1	31/10/22	T W Hawkins & Sons - Clearing ditch at Stagholt	012218
		<b>£1,680.00</b>			T W Hawkins & Sons - Total	
2713		£2,600.00	1170	03/11/22	The Door - Youthwork - 20 key café sessions	1253
		<b>£2,600.00</b>			The Door - Total	

Signature

Signature

Date



# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
2625		£67.69	1140/2	22/09/22	WaterPlus - Water bill - Pavilion Playing Field	06840512
2721		£46.64	1070/2	01/11/22	WaterPlus - Water - TH	00210974
		<b>£114.33</b>	WaterPlus - Total			

**Total** £8,696.84

Signature

Signature

Date









**STONEHOUSE**  
**TOWN COUNCIL**

**Minutes of a Town Business Committee  
held on Monday 31st October 2022 at 7.00pm  
at the Town Hall**

**Present:** Councillors Mike Davis (Committee Chair), John Callinan (Committee Vice Chair), Carol Kambites, Theresa Watt

**In Attendance:** Carlos Novoth (Clerk)

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*Attendees were reminded that the Proceedings of the meeting could be filmed, photographed or recorded.*

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**B/432 To receive apologies**

Apologies were given by Cllrs Keith Creighton, Gary Powell and Chris Brine

**B/433 To receive Declarations of Interest**

There were no declarations of Interest

**B/434 To approve the minutes of the Business Committee meeting held on 3<sup>rd</sup> October '22**

Committee APPROVED the minutes as a true and accurate record of the meeting

**B/435 To receive the latest budget position**

Closure of the Barclay's account showed an income of £101,022.78 incorrectly on income code 170. Total precept payments had now been made. The transfer of funds to CCLA for the town council's Lloyds account had not yet been made. Electricity and Water costs to be finalised for the first half of the year following overcharging issues being brought to a close. The Clerk highlighted that no recharges had yet been made to GCC for the Town Hall/Library utility costs

Council NOTED the latest budget position as follows: Total 'Actual Net' income to date £477,015.92; Total 'Actual Net' Expenditure of £189,552.16.

**B/436 To approve the latest payments list**

Cllrs questioned payment of £15,000 to SDC as the contribution towards the Railway station opening. It was stated that the council had committed £5,000 towards costs; the remaining £10,000 was a commitment made by Ecotricity - the funding had been held by the town council.

Committee APPROVED the payment list totalling £19,882.73 (Gross)



**B/437 To commence preparation of the 2023/24 Council budget and corresponding Precept**

Officers are due to meet the Chair and Vice Chair over the next week to commence discussions on budget preparation based on an initial 10% increase in line with inflation. It was agreed that each of the council's main contractors would be contacted with regards potential cost increases.

**B/438 To approve a new bank signatory for the Council's Lloyds main operating account**

Committee was advised that the council only had three Cllrs to act as current signatories: these include Cllrs Chris Brine, Carol Kambites and Theresa Watt. Committee AGREED to make Cllr Mike Davis a signatory and invite Cllr Debbie Curtis to become a signatory.

**B/439 To approve the revised mobile phone contracts**

Committee APPROVED the move to revised mobile phone contracts at a total cost per month of £76.

**B/440 To receive a report in support of securing a replacement vehicle for the grounds team**

Committee were presented with a late report. The recommendations were based on the necessity to replace the town council's and ensure that the new vehicle would be able to tow a water bowser for the town's future In Bloom efforts. It was felt that more work was needed on whether it was possible to outsource the future watering of the town's hanging baskets as this would enable the council to consider the option of purchasing an electric van. Committee AGREED for the Clerk to investigate the issue further.

**B/441 To approve the purchase of an annual subscription to Survey Monkey**

Committee APPROVED the annual subscription to Survey Monkey at a total cost of £384

**B/442 To update Councillors on the decision not to purchase a garden shredder**

Committee NOTED that the council had received a gift of a large shredder free of charge from a local resident. Committee asked the Clerk to pass on their thanks

**B/443 To approve the purchase of 'EGO' Pole Saw and cultivator attachments**

Committee APPROVED the purchase of both attachments at a total cost of £240 plus vat

**B/444 To update Councillors on the current Gas supply contract with Yu Energy**

The clerk stated that the current gas contract was for a period of three years and not just the one, as approved by Council in 2021. Especially in light of the positive impact of the error, Committee to recommend that Council approve the current contract retrospectively.

**B/445 To consider for recommendation to full town council the recommendations made by SWEA in its energy report in relation to the pavilion**



Committee felt that the report provided a number of good options and wished to discuss these directly with the report author. Committee AGREED for the Clerk to arrange a stand-alone meeting between the council and SWEA representative at the Pavilion during daytime on a Monday over the coming weeks. It was suggested that figures for the Pavilions electricity usage would be helpful

**B/446 To receive the town council's Health and Safety report produced by 'Worknest'**

The Clerk presented the main actions from the Health and safety report produced by 'Worknest', stating that whilst there was a lot of work to be done, undertaken in the right way with the full engagement with staff, the process will benefit the council's operation, greatly. The Clerk stated that he would be working to complete the 74 actions within the next 6 months with Worknests help.

Committee NOTED the report and Clerk's update

**B/447 To update Councillors on a request from the Town Market CIC to add two more stall locations to the town green**

Committee NOTED the Clerk's action following consultation with the Chair and Vice Chair of Council

**B/448 To review membership of and receive updates from the following working groups:**

- **Climate Change Action Forum**  
SCCAF had not met recently. The Gog Solar project were looking interested parties from the Industrial estate to engage on the solar project; to date this was proving difficult
- **Oldends Lane Development**  
The group will be meeting up again to review membership and vote on a new convener. Terms of Reference were thought to be out dated now and so would have to be reviewed
- **Support Stonehouse**  
There was a lot happening. Details of all the warm spaces and other support will soon be included in leaflet form and distributed to all residents
- **Youth**  
Meeting to take place with the Door to discuss next year's services and future budget needs. Also, new sofa to be ordered
- **Policy**  
H&S and safeguarding policies to be reviewed in addition to initial work on the council's strategy and working groups

**B/449 To note the date of the next meeting - Monday 28<sup>th</sup> November 2022**

Committee NOTED the date of the next meeting

***Public Bodies (Admission to Meetings) Act 1960***

***The Council will by resolution exclude the public from the following items as due to the confidential nature of the business to be transacted publicity of the item would be prejudicial to the public interest.***



Cllrs voted for the public to be excluded from the meeting prior to agenda item B/450 being discussed

**B/450 To agree to submit for full Council approval, recommendations made by HR Sub Committee at its meeting on 24<sup>th</sup> October '22**

**Recommendation 1**

Business Committee RESOLVED to split the recommendation into two as detailed in a confidential paper and, to recommend both for town council approval

**Recommendation 2**

Business Committee to RECOMMEND to town council for approval



**Purpose of report:** To seek approval for the purchase of a suitable van to replace the council's current pick up

Report Author: Carlos Novoth (Clerk)

Date of report: 31<sup>st</sup> October 2022 (**Updated following recommendation by Business Committee at its meeting on 31<sup>st</sup> October '22**)

## **Preamble to Report**

At its meeting on 31<sup>st</sup> October, Business Committee made a recommendation for the Clerk to investigate further the issue of watering options for the town's planters before making a recommendation to town council. Whilst the Clerk has been able to source a watering contractor, the fact remains that purchasing a new or secondhand electric van is not currently an option at this time.

Following discussion with both the Chair and Vice Chair of Business Committee, it was determined that there would be no advantage in delaying discussion at full council on the issue of securing an immediate replacement for the council's vehicle. The issue has therefore been brought to town council under agenda item TC2935 without a recommendation.

The following report has been amended to reflect recent findings

## **Introduction**

The town council's current service vehicle is in urgent need of replacement. Discussions with the workforce have been instrumental in determining the size and type of vehicle required to ensure service continuity, security of equipment and drive improvement in service delivery.

## **Background**

The council currently runs an open backed diesel Toyota Pick-up. The vehicle is 16 years old. Following its last MOT, the garage advised that the vehicle had reached the point of being beyond economic repair.

The vehicle travels approximately 5,000 miles per year, with most of its use contained within the Stonehouse parish.

It is believed that the vehicle was originally chosen due to a perceived need to access Doverow Woods via a local vineyard. It is less than ideal for general day to day uses due to its high fuel usage, its storage capacity being open to the weather, inability to secure tools when the vehicle is left unattended, poor turning ability and generally uncomfortable driving position.

The vehicle is currently used to tow a water bowser with a total weight of approximately 1 tonne.



The Town Council currently has over £900,000 in its combined reserves; £20,000 of which is earmarked for a replacement vehicle

The following commitment is made within the town council's Climate Change Action Plan:

*Replace council owned vehicle with suitable electric models when existing petrol, and diesel vehicles come to the end of usable life and consider making EV charging points available to the public when not required by council vehicles*

### **Establishing future vehicle needs**

Officers discussed the future vehicle needs with grounds staff and identified the core requirements of a future vehicle. A key issue emerged, in that, there was a requirement to tow a water bowser to water In Bloom plants during the summer months.

The following requirements were also considered important – the vehicle should:

- Have a payload area long enough for the longest piece of equipment (Strimmer 1.87M long)
- Be able to tow a trailer with a gross vehicle weight of at least 1 tonne
- Be below 2 metres in height so that it could fit under the barrier at Oldends Lane
- Have steel rim wheels due to the weight the vehicle may carry
- Provide a comfortable driving position (often the drivers seating position in light vans, is restricted)

Other requirements were also identified such as alarms etc. but would in the main be accommodated by most modern-day vans.

### **Options considered**

- Officers considered the following vehicle fuel types:
  - Electric vans – this option would have been ideal, however, the manufacture of brand new vehicles is limited and there is a dearth of second-hand vehicles in the electric van market. The statements made by dealers are that customers will have to wait between 12 to 18 months for a new vehicle and, the vehicles will not tow a trailer weighing more than 0.5/0.75 tonne. There is currently great uncertainty about the capability of electric vehicles generally.
  - Petrol Vans – these are uncommon and very difficult to find, potentially existing in mainly the small van market.
  - Diesel Vans – this is the most common fuel used by van manufacturers. The size of van identified as ideal by the town council's Officers is the 'Peugeot Expert' – (Nissan, Citroen and Vauxhall have similar designed vehicles). The vehicle meets the town council's requirements in full and provides side opening doors on both sides of the van providing improved accessibility.



It was identified early on that an electric van would not be able to tow more than between 0.5/0.75 tonne in weight. With a full water bowser weighing in excess of these amounts, consideration was given to outsourcing this work. As discussions highlighted the importance of the watering service to the town's In Bloom efforts, Officers initially came to the conclusion that it should perhaps retain the watering of the In Bloom planters 'In-house'. The grounds staff have used up to two days of each week watering the planters during the periods of sustained hot weather. It is anticipated that this hot weather trend will continue in future years. Reducing the amount of water carried in the water bowser would only increase the length of watering time and exacerbate the situation.

However, a watering contractor has recently been found and the council are currently in discussion with the company with regards to its requirements for 2023 and future years. It is estimated that the cost of outsourcing this work will cost in the region of £2,500 per year; depending on 'In Blooms' intended level of activity, this additional cost may be manageable within the council's current budget, providing it is maintained at its current level

Officers identified a fairly limited range of van sizes that can accommodate the carrying capacity needed for the town council's equipment. In addition to this, consideration was given to the ease of loading and unloading the vehicle, often necessitating moving heavy or awkwardly sized equipment or other items. A vehicle larger than a small van but smaller than a Ford Transit would be needed; the Peugeot Expert would be ideal.

### **New/Second-hand/Lease vehicle options**

Working on the assumption that the current vehicle will be replaced before its next MOT (February '23), by a diesel van, a variety of options have been considered:

- Brand new vehicle – this will cost the council in excess of £26,000 to £34,000 excl vat across most manufacturers. The council would be able to recoup the vat
- Second hand vehicle – vehicles are available locally from between £12,000 (95,000 miles) and £16,000 (50,000 miles) depending on mileage.
- Lease vehicles on 18 month, 24 month and 36 month periods would have the following costs:

	Upfront cost	Monthly sum	Total cost	Comment
<b>E Van</b>				
<b>18 month</b>	£3,677	£613	£16,182	Inc vat
<b>24 month</b>	£3,486	£581	£19,521	Inc vat
<b>36 month</b>	£3,214	£536	£25,715	Inc vat
<b>Diesel Van</b>				
<b>18 Month</b>	£2,614	£436	£11,503	Inc vat
<b>24 Month</b>	£2,515	£419	£14,087	Inc vat
<b>36 Month</b>	£2,409	£401	£19,268	Inc vat



## **Additional requirements**

Extra requirements and costs if not already included in the vehicle being purchased would include:

- Reversing brake light camera through the factory radio screen £499.00 + Vat – this may be included in the vehicle being purchased
- Fixed Swan neck tow bar with 13 pin socket with vehicle specific electrics fully coded (Means parking sensors will work with tow bar attached) £599.00 + Vat
- Power Inverter with wiring will be approximately £400.00 + Vat – this will recharge tool batteries on site

## **Resale values of Diesel vans**

Diesel vans are currently selling at a good residual value. Therefore, investing in a second-hand vehicle would not only limit the council's exposure to high purchase costs in this period of huge uncertainty but allow it to recoup a good proportion of its costs when selling the vehicle

## **Conclusion**

Town Councillors have been aware of the need to secure a replacement to the council's vehicle for at least the last 12 months; this has been highlighted more so in recent months due to its rising maintenance costs.

Ideally, the town council would have chosen to secure an electric van at this stage, however, circumstances have created uncertainty within the vehicle market, perhaps necessitating the town council to take a step back until conditions have become more certain and manufacturers more able to accommodate what would undoubtedly be a growing demand.

However, with the issue of towing being a necessity and the confusion within the vehicle industry about the capability of an electric van being able to tow 1 tonne loads, it is perhaps best at this stage to take a more well-trodden option to ensure service continuity

## **Recommendations:**

- 1. For Town Council to approve the purchase of a second-hand Diesel Peugeot Expert or equivalent from a reputable dealer, from allocated Earmarked Reserves of £20,000, to include the following equipment:**
  - a. Reversing brake light camera through the factory radio screen £499.00 + Vat**
  - b. Fixed Swan neck tow bar with 13 pin socket with vehicle specific electrics fully coded (Means parking sensors will work with tow bar attached) £599.00 + Vat**
  - c. Power Inverter with wiring will be approximately £400.00 + Vat**



2. For town council to reconsider the future purchase of an electric van as and when they become more available, to satisfy the council's commitment under its Climate Action Plan









## **STONEHOUSE**

### **TOWN COUNCIL**

Minutes (subject to agreement at the next Committee meeting) of a meeting of the Town Environment Committee held on Monday 24<sup>th</sup> October, 7pm at Stonehouse Library, High Street, Stonehouse, GL10 2NG.

**Present:**

Councillors: Keith Terry (Committee Vice Chair), Carol Kambites (Deputy Mayor), Gary Powell (Town Mayor), Val Randell, Rachel Armstrong

**Also present:**

Carlos Novoth (Town Clerk), Jacqui Sanders (Deputy Clerk)

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***Attendees were reminded that the Proceedings of the meeting could be filmed, photographed or recorded.***

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**E/541 To receive apologies**

Apologies were received from Councillors Neil Gibbs (Committee Chair) and Deborah Curtis.

**E/542 Declarations of Interest**

There were no declarations of interest

**E/543 To approve the minutes of the Town Environment Committee meeting held on Tuesday 27<sup>th</sup> September 2022.**

Committee APPROVED the Minutes as a true and accurate record of the meeting.

**E/544 To note and discuss the latest budget position.**

Committee NOTED the latest budget position.

**E/545 To note for discussion purposes the 2023/24 budget setting update.**

Committee agreed that the Chair and Vice-Chair are to meet before the next meeting to discuss the 2023/23 budget setting.

**E/546 To comment on planning applications**

- **S.22/2116/HHOLD, Avenue House, Oldends, Stonehouse.** Erection of single storey rear extension.  
**Comment: No objection.**



- **S.22/2072/HHOLD, 48 Rosedale Avenue, Stonehouse, GL10 2QH.** Demolition of existing attached garage and proposed erection of two storey side extension and single storey front porch extension.  
**Comment: No objection but Committee recommends materials be rethought to be more in keeping with other properties within the estate.**
- **S.22/2128/CPE, Brunsdons Yard, Ryeford Road South, Ryeford, Stonehouse.** Certificate of Lawfulness of Existing Development in respect of the lawful implementation of planning permission S.18/1830/FUL permitted 5th November 2019.  
**Comment: No objection. Lawful consent noted.**
- **S.22/2122/LBC. 78 High Street Stonehouse Gloucestershire GL10 2NT.** Retrospective application for internal insulation works completed in 2008 as part of the Stroud District Council's Target 2050 project.  
**Comment: No observation, no comment.**

**E/547 Stroud District Local Plan Review Additional Technical Evidence - Limited Consultation**

**Committee noted the changes and made the following comments:**  
The town council strongly supports the 2030 Climate Strategy and changes to the sustainable Transport strategy, in particular the active travel corridors from northwest of Stonehouse to Stonehouse and Maidenhill school. The town council wishes to also stress the importance of the reopening of Bristol Road station. However, council feels the highway mitigations are not compatible with either of these strategies.

**E/548 To note tree survey undertaken in September 2022 and approve surveyor's recommendations.**

**Committee recommended the following actions to full council:**

1. Pollarding for the Willow trees at Stagholt.
2. Removal of trees at the Telecoms mast.
3. Undertake a PICUS study of the Willow tree in the High Street to more fully establish the condition of the tree.
4. A site meeting to take place in Doverow Wood by John Parker, Peter Glendale, Councillors Theresa Watt, John Callinan and Rachel Armstrong.

**E/549 To receive any reports from Working Groups.** Members may wish to note any reports from the following: Comms, Stroudwater (Bristol Road) Station, Canal Rejuvenation, Transport and Highways, Public Rights of Way and Recreation.

Recreation - Meeting arranged for Tuesday 15<sup>th</sup> November 2022.

Transport - Members of the working group to arrange further meeting.

Canal - Meeting to be arranged.

PROW - the working group to head 'Town Green status work in relation to Verney fields. Next meeting Monday 31<sup>st</sup> October.



Stroudwater station - Meeting to be arranged.

Events - Progress being made with Goodwill. Next meeting Monday 7<sup>th</sup> November.

Communications - working group to arrange further meetings.

**E/550** To receive a report on planning decisions received from Stroud District Council.

- **S.22/0030/FUL.** 26 Severn Road, Stonehouse, Gloucestershire GL10 2DL. Refused. Appeal Ref: APP/C1625/W/22/3295864. Appeal is dismissed.
- **S.22/0037/FUL.** Site Of Former Reliance Works, Downton Road, Bridgend, Stonehouse. Development of supported living accommodation (Use Class C2) comprising of 8 flats and communal facilities, with associated access, parking, landscaping and refuse/recycling facilities (Revised Plans 04/08/2022) Stonehouse Town Council 380522 204661. PERMITTED.
- **S.22/1595/VAR.** Land Near Horsetrough Roundabout, Ebley Road, Stonehouse, Gloucestershire. Variation of Condition 10 (Fire Hydrants) of S.22/0789/VAR (planning permission S.19/1905/FUL) for the Auction Showroom to remove the new fire hydrant requirement. PERMITTED.
- **S.22/1983/MINAM.** 16 Crescent Road, Bridgend, Stonehouse. Non Material Amendment to Planning Permission ref: S.20/2024/HHOLD. Amendment to consist of additional roof light to the rear of side extension and changes to materials to gable/side elevation. PERMITTED.
- **FOOTPATH MST2 GROVE LANE STONEHOUSE DIVERSION ORDER 2022.** Confirmed.

Committee NOTED all decisions.

**E/551** Date of next Environment Committee meeting: 21<sup>st</sup> November 2022

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## Town Clerk

**From:** Andrew, Rachel <Rachel.Andrew@stroud.gov.uk>  
**Sent:** 28 October 2022 14:11  
**To:** Andrew, Rachel  
**Subject:** Consultation on application to vary the street trading consent of Stonehouse Town Market (additional stall locations and change to start time of consent)  
**Attachments:** plan.pdf

Dear Colleague

I have received an application to vary Stonehouse Town Market Street Trading Consent as detailed below:

- **Application Type** – Variation of Market Street Trading Consent
- **Applicant** – Stonehouse Town Market CIC
- **Variation** – Additional 7 Stalls and amend start time of consent every Saturday so that times are 11:00 to 17:00 ( Current times are 13:00 to 17:00)

Additional Stall locations – Also see attached plan – new proposed stalls are red and existing stalls are in blue	
<b>1 stall</b>	Grass area by 33 High street
<b>1 stall</b>	Grass area by 31 High Street pharmacy
<b>2 stall</b>	Outside 54 High Street
<b>1 stall</b>	Outside 44 High Street
<b>1 stall</b>	Outside 42 High Street
<b>1 stall</b>	Outside 40 High Street

Please would you advise whether you would have any objections to the granting of the variation to the street trading consent for Stonehouse Town Market as detailed above and on the attached plan. If you wish to object to the application as a whole; or just to parts of the application; you can email [licensing@stroud.gov.uk](mailto:licensing@stroud.gov.uk) with the reasons for your objection.

Any objections must be received by the Licensing Section by **24<sup>th</sup> November 2022**. If I do not hear from you within that time, I will assume that you do not have any objections to the variation.

For your information all Market Street Trading Consents are issued under the following terms:

- The consent holder will be responsible for ensuring that any local residents, businesses or shops are not obstructed by the informal market and that all emergency exits to buildings are kept clear. The consent holder must ensure that stalls can be moved quickly in the event that access is needed for emergency vehicles.
- The consent holder will be required to keep records of all traders that trade under the consent including date, location, name or company name, address, vehicle registration if relevant and contact details.
- As part of the application process the Council will consult all businesses in the vicinity of the informal market. If, at any point after the grant of the consent, any existing or new occupiers of businesses or residential properties make objection to stalls being located outside of their premises the consent may be reviewed which could result in it being varied or amended.



If you have any queries about the application do not hesitate to come back to me.

Kind regards

Rachel



**Rachel Andrew**  
Licensing Manager  
**Stroud District Council**

Ebley Mill, Ebley Wharf  
Stroud, Gloucestershire. GL5 4UB

**T** 01453 754440  
**W** [www.stroud.gov.uk](http://www.stroud.gov.uk)

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1	1	Additional stall locations - new proposed stalls are red and existing stalls are in blue
1	1	Grass area by 31 High Street pharmacy
2	1	Outside 34 High Street
1	1	Outside 44 High Street
1	1	Outside 45 High Street
1	1	Outside 40 High Street

Please would you advise whether you would have any objections to the granting of the variation to the street trading consent for Stroudhouse Town Market as detailed above and on the attached plan. If you wish to object to the application as a whole or just to parts of the application you can email [licensing@stroud.gov.uk](mailto:licensing@stroud.gov.uk) with the reasons for your objection.

Any objections must be received by the licensing section by **26<sup>th</sup> November 2023**. If I do not hear from you within that time I will assume that you do not have any objections to the variation.

For your information all Market Street Trading Consents are issued under the following terms:

- The consent holder will be responsible for ensuring that any local residents, businesses or shops are not obstructed by the informal market and that all emergency exits to buildings are kept clear. The consent holder must ensure that stalls can be moved quickly in the event that access is needed for emergency vehicles.
- The consent holder will be required to keep records of all traders that trade under the consent including date, location, name or company name, address, vehicle registration, relevant and contact details.
- As part of the application process the Council will consult all businesses in the vicinity of the informal market. It is at any point after the grant of the consent, any existing or new occupiers of businesses or residential properties make objection to stalls being located outside of their premises the consent may be reviewed which could result in it being varied or amended.



**Stonehouse Town Market**

**Stall Plan 2022**









## Town Clerk

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**From:** David Barnes <david@davidbarnesarchitect.co.uk>  
**Sent:** 04 October 2022 10:44  
**To:** Chaplin, John; Town Clerk  
**Subject:** RE: Oldends Lane - S.19/0474/FUL

John

I am now not available 20-25<sup>th</sup> October but can make time after that if you cannot arrange an earlier appointment. Carlos could you let me know the best number to contact you on please

Regards

David

---

**From:** Chaplin, John <john.chaplin@stroud.gov.uk>  
**Sent:** 28 September 2022 11:30  
**To:** David Barnes <david@davidbarnesarchitect.co.uk>; Town Clerk <townclerk@stonehousetowncouncil.gov.uk>  
**Subject:** RE: Oldends Lane - S.19/0474/FUL

Dear David/Carlos

Please could I seek an update on this application.

I don't think I received a response to either withdraw the application or agree plan of action to take it forward.

Still happy to do a catch up phone or Teams call if that would help.

Regards  
John

### John Chaplin

Majors & Environment Team Manager  
**Stroud District Council**

Ebley Mill, Ebley Wharf  
Stroud, Gloucestershire. GL5 4UB

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---

**From:** Chaplin, John  
**Sent:** 30 August 2022 11:56  
**To:** David Barnes <david@davidbarnesarchitect.co.uk>; Town Clerk <townclerk@stonehousetowncouncil.gov.uk>  
**Subject:** RE: Oldends Lane - S.19/0474/FUL

Hi David



Hope you are well?

We are waiting for the inspector for the date of the examination of the draft Local Plan. This is probably this autumn and with all being well looking to Spring to hear back from them.

It would be good to refresh on the application either withdrawn it now or agree extension of time so we can have all the issues addressed and be ready to go when the new Local Plan is adopted, if appropriate.

I would highlight the new adjacent cheese factory and be mindful of the noise issues we currently have and how this may impact the proposed scheme.

Would there be any merit in a quick chat with the TC working group on site to catch up on the project?

Regards  
John

## John Chaplin

Majors & Environment Team Manager  
**Stroud District Council**

Ebley Mill, Ebley Wharf  
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---

**From:** David Barnes <[david@davidbarnesarchitect.co.uk](mailto:david@davidbarnesarchitect.co.uk)>

**Sent:** 30 August 2022 09:49

**To:** Chaplin, John <[john.chaplin@stroud.gov.uk](mailto:john.chaplin@stroud.gov.uk)>; Town Clerk <[townclerk@stonehousetowncouncil.gov.uk](mailto:townclerk@stonehousetowncouncil.gov.uk)>

**Subject:** RE: Oldends Lane - S.19/0474/FUL

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear John

Has the settlement boundary yet been amended so that the site is within it? If not when is this likely to happen – if at all?

Regards

---

**From:** Chaplin, John <[john.chaplin@stroud.gov.uk](mailto:john.chaplin@stroud.gov.uk)>

**Sent:** 30 August 2022 09:08

**To:** Town Clerk <[townclerk@stonehousetowncouncil.gov.uk](mailto:townclerk@stonehousetowncouncil.gov.uk)>

**Cc:** David Barnes <[david@davidbarnesarchitect.co.uk](mailto:david@davidbarnesarchitect.co.uk)>

**Subject:** Oldends Lane - S.19/0474/FUL

Dear Carlos



Please can I have an update on your Oldends Lane planning application.

We don't appear to have had contact for some time with issues still outstanding.

Please could I ask you to either withdraw the application or can we agree an new timeline and extension of time for the application until 30th October 2022 (for now).

Thanks

Regards  
John

## **John Chaplin**

Majors & Environment Team Manager  
**Stroud District Council**

Ebley Mill, Ebley Wharf  
Stroud, Gloucestershire. GL5 4UB

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## Town Clerk

---

**From:** Johnstone, Helen <helen.johnstone@stroud.gov.uk>  
**Sent:** 19 October 2022 12:24  
**To:** Town Clerk; Deputy Clerk  
**Cc:** Ridley, Tom  
**Subject:** Stroud District Local Plan Examination - PS17 Magpies site, Oldends Lane, Stonehouse  
**Attachments:** 11 PS17 Magpies site, Oldends Lane, Stonehouse.docx  
**Importance:** High

Good Afternoon

I would be grateful to receive your completed form by Friday 28<sup>th</sup> October 2022.

Kind regards



**Helen Johnstone**

Senior Planning Strategy Officer  
**Stroud District Council**

Ebley Mill, Ebley Wharf  
Stroud, Gloucestershire. GL5 4UB

**T** 01453 766321  
**W** [www.stroud.gov.uk](http://www.stroud.gov.uk)

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**From:** Johnstone, Helen  
**Sent:** 05 October 2022 15:48  
**To:** [deputyclerk@stonehousetowncouncil.gov.uk](mailto:deputyclerk@stonehousetowncouncil.gov.uk)  
**Subject:** Local Site Allocation Delivery - PS17 Magpies site, Oldends Lane, Stonehouse

Dear Sir/ Madam

### Stroud District Local Plan Review - Local Site Allocation Delivery

To assist the Inspectors in understanding the delivery timescales for each housing site allocation, we are writing to site owners/ promoters of all Local Site Allocations to establish the latest anticipated delivery position.

We would be grateful if you would fill in and return the attached form(s) requesting confirmation of the availability of the site for development, details of any issues influencing likely delivery timescales, progress made to date to bring forward development and an indication of likely annual housing delivery on the site.

The information collected will be provided to the Inspectors as part of a detailed housing trajectory for the Draft Plan to demonstrate the annual delivery of housing allocations throughout the Plan period. Please note that all information supplied may be made publicly available as part of the Examination Library.

We apologise if you have received this e-mail and you no longer have an interest in the site. Please do let us know as soon as possible so that we can find the correct contact.



Please email completed forms, or any queries you may have relating to the required information, to [helen.johnstone@stroud.gov.uk](mailto:helen.johnstone@stroud.gov.uk).

We would be grateful to receive completed forms by **Tuesday 18<sup>th</sup> October 2022**.

Yours faithfully



**Helen Johnstone**

Senior Planning Strategy Officer  
**Stroud District Council**

Ebley Mill, Ebley Wharf  
Stroud, Gloucestershire. GL5 4UB

**T** 01453 766321

**W** [www.stroud.gov.uk](http://www.stroud.gov.uk)

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Local Site Allocation Deliverability Form 2022	
<b>Local Site Allocation:</b>	PS17 Magpies site, Oldends Lane, Stonehouse  <a href="https://www.stroud.gov.uk/info/Pre_sub.pdf#page=114">https://www.stroud.gov.uk/info/Pre_sub.pdf#page=114</a>
<b>Description of Development:</b>	Land at Magpies site, Oldends Lane is allocated for a development comprising up to 10 dwellings, a new community building with car parking and landscaping.

**Q1. Is your site still available for development?**

☐ **Yes** If yes, please answer Question 2a

☐ **No** If no, please explain below

Click here to enter text.

**Q2a. Are there any issues preventing this site from being developed or influencing the delivery time of development?**

☐ **Yes** If yes, please tick relevant boxes below

☐ **No** If no, please go to Question 3

☐ Market conditions/ financial situation

☐ Ownership constraints/ changes in ownership details

☐ Legal issues e.g. covenants

☐ Problems with availability of mains/services to the site e.g. gas or water

☐ Contamination on site

☐ Unstable land

☐ Other, please specify below

Click here to enter text.

**Q2b. What progress has been made to bring forward housing delivery?**

Click here to enter text.

**Please continue to Question 3 overleaf**



**Q3. Please indicate how development is likely to come forward, by estimating the number of completions by financial year (01 April to 31 March), in the relevant boxes below:**

Year	No. of new dwellings
April 2022 - March 2023	Click here to enter text.
April 2023 - March 2024	Click here to enter text.
April 2024 - March 2025	Click here to enter text.
April 2025 - March 2026	Click here to enter text.
April 2026 - March 2027	Click here to enter text.
April 2027 - March 2028	Click here to enter text.
April 2028 - March 2029	Click here to enter text.
April 2029 - March 2030	Click here to enter text.
April 2030 - March 2031	Click here to enter text.
April 2031 - March 2032	Click here to enter text.
April 2032 - March 2033	Click here to enter text.
April 2033 - March 2034	Click here to enter text.
April 2034 - March 2035	Click here to enter text.
April 2035 - March 2036	Click here to enter text.
April 2036 - March 2037	Click here to enter text.
April 2037 - March 2038	Click here to enter text.
April 2038 - March 2039	Click here to enter text.
April 2039 - March 2040	Click here to enter text.
April 2040 - March 2041	Click here to enter text.
Not going to be built	Click here to enter text.
<b>*Total</b>	Click here to enter text.

**\*Please ensure that the numbers add up to the total at the bottom of the table.**

**Contact Name**

Click here to enter text.

**Company Name** (where applicable)

Click here to enter text.

**Contact Number**

Click here to enter text.

**Email address**

Click here to enter text.

**Please indicate your interest in the site:**

☐ Landowner

☐ Agent (Please specify client below)

Click here to enter text.

☐ Developer

☐ Other (Please specify below)

Click here to enter text.

**Signature**

Click here to enter text.

**Date**

Click here to enter text.

Thank you for completing the form.

Any questions please contact: [helen.johnstone@stroud.gov.uk](mailto:helen.johnstone@stroud.gov.uk)

Please return completed form by **Tuesday 18<sup>th</sup> October 2022**

**Please note:** Personal data is processed in accordance with the Council's Privacy Notice. Please see our [Privacy Notice web page](#) Sections 1 to 10 and our [policies](#) for details specifically affecting Planning and Building Control



[illegible]

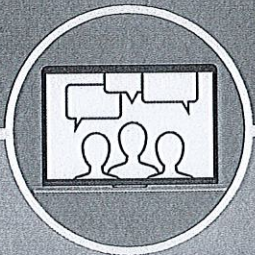






# COMMUNITY GOVERNANCE REVIEW

Stroud District Council have launched a public consultation and welcomes representations from any person or interested groups to tell us what they think about local governance in the areas selected for review.



Stroud District Council is carrying out a Community Governance Review in the following areas:

- Cam
- Dursley
- Eastington
- Frampton on Severn
- Horsley
- Hunts Grove
- Minchinhampton
- Nailsworth
- Standish
- Stonehouse
- Woodchester

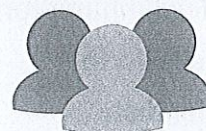


[WWW.STROUD.GOV.UK/ELECTIONS](http://WWW.STROUD.GOV.UK/ELECTIONS)

## What is a community governance review?

A Community Governance Review is the process used to consider whether existing parish arrangements should be changed in any way, including:

- Altering boundaries of parishes
- Changing the name of existing parishes
- Creating, merging or abolishing parishes
- Creating wards or amending existing wards
- Changing the number of parish councillors
- Grouping parishes



## HAVE YOUR SAY

**The first consultation stage is open from Monday 31st October to Sunday 29 January 2023.**

**To find out more go to:**  
**[www.stroud.gov.uk/elections](http://www.stroud.gov.uk/elections)**

## RESPOND TO THE CONSULTATION



Survey: [www.stroud.gov.uk/elections](http://www.stroud.gov.uk/elections)



Email: [elections@stroud.gov.uk](mailto:elections@stroud.gov.uk)



Call: 01453 754886



Write to: Community Governance Review, Electoral Services, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, GL5 4UB



**STROUD  
DISTRICT  
COUNCIL**



## **Community Governance Review Consultation - Phase 1**

### **Section 1. Welcome to Stroud District Council's Community Governance Review Survey**

Stroud District Council are undertaking a review of the following Parish/Town Councils in the Stroud District:

- Cam
- Dursley
- Eastington
- Frampton
- Horsley
- Hunts Grove
- Minchinhampton
- Nailsworth
- Standish
- Stonehouse
- Woodchester

A Community Governance Review provides an opportunity to review and make changes to governance arrangements for town and parish councils. This is to ensure that they continue to be reflective of the identity and interest of local communities, and that they are as efficient and effective in their governance as can be.

The review is being carried out in accordance with the Local Government and Public Involvement in Health Act 2007, and other relevant statutory provisions.

This survey is intended to collect views about how well you think the Parish/Town Council works. Any information that you provide in this survey will be used for the purpose of this review and held in accordance with the Data Protection Act 2018.

Once this review has been completed it is unlikely that there will be another review for between 10 to 15 years. We therefore encourage you to think about the future of your local parish, as well as how it operates now. We are undertaking the consultation in two phases; this first phase is essentially seeking views from local residents and evidence from Parish/Town Councils who would like the Council to consider changes to their governance arrangements. Stage two will involve a more in-depth consultation with the individual parishes and local residents to find the best solution to any issues which may have been raised.

The consultation is open until Monday 31 October 2022 to 29 January 2023. To find out more information about the community governance review, please visit [www.stroud.gov.uk/elections](http://www.stroud.gov.uk/elections)



### **Section 3. Consultation Information**

#### **5. Which areas of the Stroud District would you like to comment on? \***

- ☐ Cam Parish Council
- ☐ Dursley Town Council
- ☐ Eastington Parish Council
- ☐ Frampton-on-Severn Parish Council
- ☐ Horsley Parish Council
- ☐ Hunts Grove Parish Council
- ☐ Minchinhampton Parish Council
- ☐ Nailsworth Town Council
- ☐ Standish Parish Council
- ☐ Stonehouse Town Council
- ☐ Woodchester Parish Council

#### **6. Please tell us about your connection to all of the areas within the Stroud District that you wish to comment on \***

- ☐ Resident
- ☐ Parish/Town Councillor
- ☐ Parish/Town Clerk
- ☐ District Councillor
- ☐ County Councillor
- ☐ Member of Parliament
- ☐ Local Business
- ☐ Local Community Group (please specify below)
- ☐ Other (please specify):

Which Community Group are you associated with?



upload them at question 8 below or email them to [elections@stroud.gov.uk](mailto:elections@stroud.gov.uk) along with your name and address. \*

- ☐ Yes, I will email them to [elections@stroud.gov.uk](mailto:elections@stroud.gov.uk) or post them to Community Governance Review, Electoral Services, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, GL5 4UB
- ☐ Yes, I have uploaded them to this survey
- ☐ No, I do not have any supporting documents

Comments:

**9. Do you have any additional comments you would like to make?**



# Community Governance Review 2022/23

Hannah Emery  
Corporate Policy &  
Governance Manager

Jenna Day  
Senior Democratic Services  
and Elections Officer



# What is a Community Governance Review?

- ▶ Undertaken in accordance with the Local Government and Public Involvement in Health Act 2007
- ▶ Provide an opportunity for parishes to make changes to the community governance within their areas
- ▶ Ensure parishes continue to reflect local identities and facilitate effective and convenient local government
- ▶ A review does not automatically mean there will be changes, it will see if there is a case for change



# Review Criteria

CGR's must take into account:

- ▶ the identities of the community in an area
- ▶ convenient governance of the area
- ▶ the impact proposed arrangements might have on community cohesion
- ▶ Whether the size, population and boundaries proposed for local governance make sense on the ground and contribute to the above criteria



## What can a Community Governance Review do?

1. Create, merge, alter or abolish parishes (including amending parish boundaries)
2. Change the name of parishes
3. Change the style of new parishes
4. Change the electoral arrangements of a parish (i.e. number of councillors or warding arrangements)
5. Group or de-group parishes (i.e. group a Parish Meeting with a Parish Council)



# What can't a Community Governance Review do?

1. Change the number of district or county councillors
2. Change district or county council ward boundaries (although consequential amendments can be made)
3. Change the amount of money that a parish council raises through council tax (precept)
4. Change individual parish councillors
5. Change the principal area boundary (Stroud district boundary)



## CGR recommendations made should:

Improve community engagement

Provide better local democracy

Result in more effective delivery of local  
services

Reflect local identities



# Why are we doing this now?

- ▶ CGR's should be conducted every 10 years (most recent 2018/19)
- ▶ Commitment made in 2018/19 CGR to review the parishes that contain the Great Oldbury development (Eastington, Standish & Stonehouse)
- ▶ We asked all parish/town councils if they wished to be part of this review and to evidence if any significant changes have occurred
- ▶ Any changes need to be implemented in time for May 2024 whole council elections



# Areas included in this Review

Council	CGR considerations
Cam	Review number of councillors on council
Dursley	Review number of councillors on council
Frampton-on-Severn	Review number of councillors on council
Hunts Grove	Review number of councillors on council
Eastington	Great Oldbury Development
Standish	Great Oldbury Development
Stonehouse	Great Oldbury Development
Nailsworth	Review parish boundary with Horsley, Minchinhampton & Woodchester
Horsley	Review boundary with Nailsworth
Minchinhampton	Review boundary with Nailsworth
Woodchester	Review boundary with Nailsworth



**STROUD DISTRICT COUNCIL**

[www.stroud.gov.uk](http://www.stroud.gov.uk)



# Indicative Timetable for the Review

Action	Date
Commencement of review – Council decision and publication of Terms of Reference	20 October 2022
Phase 1: Initial public consultation	31 October 2022 – 29 January 2023
Draft recommendations prepared	February 2023
Draft recommendations published	1 March 2023
Phase 2: public consultation on draft recommendations	1 March 0 26 April 2023
Final recommendations prepared	May/June 2023
Final recommendations considered by Council	July 2023
Changes come into effect (next ordinary day of election)	May 2024



# Public Consultation

## Phase 1:

- ▶ Public consultation asking for proposals on changes to existing parish arrangements
- ▶ All responses received during this period will be used to draw up draft recommendations

## Phase 2:

- ▶ Draft recommendations published and subject to second consultation
- ▶ Any residential properties affected by recommendations will be written to directly
- ▶ All comments received considered against draft recommendations



# Roles and responsibilities

## Stroud District Council

- ▶ Co-ordinate the review and publicise consultation
- ▶ Consider and make recommendations based on submissions received during consultation periods
- ▶ Consult with Local Government Boundary Commission for England (LGBCE)
- ▶ Draw up Reorganisation of Community Governance Order

## Parish Councils

- ▶ Publicise consultation
- ▶ Coordinate response to consultation and provide evidence



**STROUD DISTRICT COUNCIL**  
[www.stroud.gov.uk](http://www.stroud.gov.uk)



# Increasing or decreasing the number of councillors

There is no definitive number of councillors per electorate, the previous review adopted guidelines proposed by the National Association of Local Councils (NALC):

Electorate	No' of cllrs	Electorate	No' of cllrs
1-900	7	3501 – 4400	12
901 – 1400	8	4401 – 5400	13
1401 – 2000	9	5401 – 6500	14
2001 – 2700	10	6501 – 7700	15
2701 – 3500	11	11,800 – 13,300	18
3501 – 4400	12		

We will use this as a guide as well as a review of number of contested seats at election and number of unfilled vacancies



# Review of parish boundaries

CGRs are good opportunities to correct parish boundary anomalies or review new housing developments which have expanded across different parishes.

When proposing boundary amendments:

- ▶ Follow clear obvious boundaries where possible (rivers, streams, roads, footpaths etc)
- ▶ Avoid arbitrary boundaries (i.e cutting through a field)
- ▶ Consider community identity and seek views of local residents
- ▶ Consider the impact on district ward and county division boundaries



# Review of parish boundaries

- ▶ Parishes seeking boundary amendments should submit the following in the **Phase 1** consultation period:
  - ▶ Map outlining the proposed boundary
  - ▶ Reasons why the change is necessary
  - ▶ Any evidence of local support for the boundary change
- ▶ Parishes opposed to any boundary change should respond to the **Phase 2** consultation with:
  - ▶ Alternative proposals (even if this is to propose no change)
  - ▶ Reasons why they oppose the boundary amendment
  - ▶ Any evidence why local residents are against the change(for Horsley, Minchinhampton & Woodchester, this can be provided in both Phase 1 & 2 (if applicable))



**STROUD DISTRICT COUNCIL**

[www.stroud.gov.uk](http://www.stroud.gov.uk)



# Parish Warding Arrangements

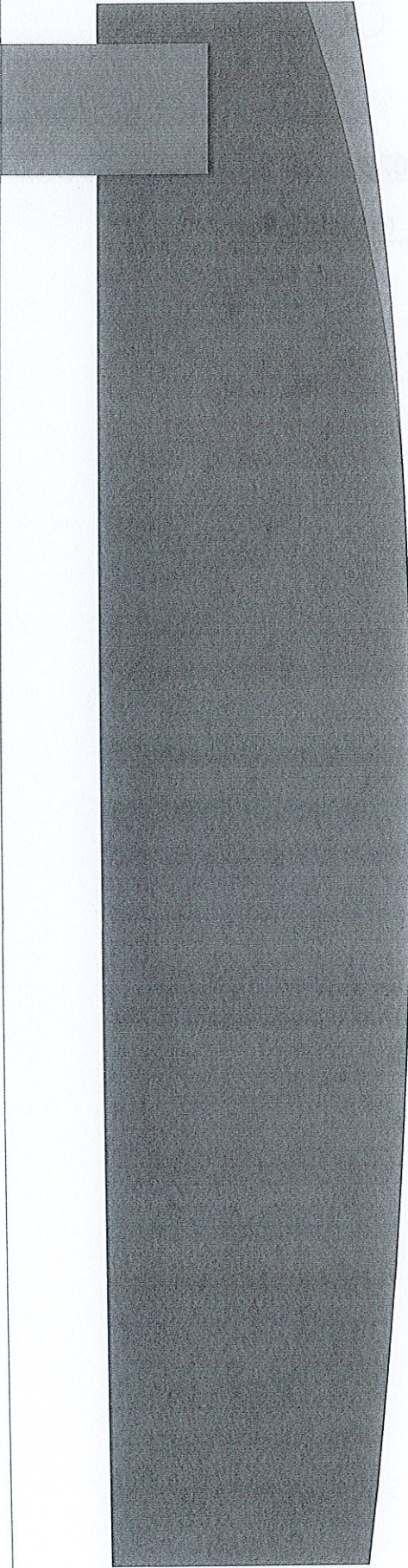




# Consequential amendments

- ▶ Changes to parish boundaries can have consequential effects on other tiers of local government
- ▶ We must seek consent from The Local Government Boundary Commission for England (LGBCE) for changes to parish boundaries that impact district ward or county division boundaries
- ▶ If refused, the parish boundary change can not be implemented





Thank you  
Any questions?



**Stroud District Council**

**Community Governance Review 2022/2023**

**Information for Parish and Town Councils – Phase 1 Consultation**

**Contents**

1. Introduction .....	1
2. What can a community governance review do? .....	2
3. Who will undertake the review? .....	2
4. Consultation .....	2
5. Indicative timetable for the review .....	3
6. Criteria for a Community Governance Review.....	3
7. How to respond to the consultation .....	4
8. What should be covered within your response to the consultation?.....	4
9. When will participants know the outcome of the Review?.....	5
10. Further guidance .....	5
Appendix A – Governance and electoral arrangement FAQs .....	6

**1. Introduction**

1.1. Stroud District Council is carrying out a Community Governance Review (CGR) in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007 for a select number of Parish and Town councils.

1.2. The Parish and Town Councils included as part of this review are;

- Cam
- Dursley
- Eastington
- Frampton on Severn
- Horsley
- Hunts Grove
- Minchinhampton
- Nailsworth
- Standish
- Stonehouse
- Woodchester

1.3. The principal authority has agreed to review the areas identified under 1.2 above to ensure that there is clarity and transparency to the areas that the Parish Councils



represent and that the electoral arrangements of parishes – the warding arrangements and the allocations of councillors – are appropriate, equitable and understood by their electorate.

- 1.4. Should changes to parish governance or boundaries be considered appropriate, these will be implemented at the next scheduled elections in May 2024.

## **2. What can a community governance review do?**

- 2.1. A CGR provides an opportunity to put in place strong, clearly defined boundaries, which reflect local identities and facilitate effective and convenient local government. It can:

- Create, merge, or abolish parishes;
- Alter the boundaries of existing parishes;
- Change the name of existing parishes and the style of new parishes;
- Change the electoral arrangements for parishes (the number of councillors to be elected to the council and parish warding); and
- Group parishes under a common parish council or de-group parishes.

- 2.2. A CGR cannot:

- Change the number of district or county councillors;
- Change district or county ward boundaries;
- Change the amount of money that a parish council raises through council tax (known as 'precept');
- Change the individual councillors; or
- Create a unitary authority.

## **3. Who will undertake the review?**

- 3.1. The principal authority is responsible for conducting the review within its electoral area. The principal authority will oversee and in conjunction with a Member Working Group, produce the draft and final recommendations. The final recommendations will be approved at the principal authorities Full Council meeting before any Community Governance Orders are made.
- 3.2. Although the principal authority will undertake the review it is important that Parish Councils publicise the Community Governance Review within their respective areas and encourage people to respond to the consultation.

## **4. Consultation**

- 4.1. The principal authority will comply with the statutory consultative requirements by:
  - Consulting local government electors for the area under review;
  - Consulting any other person or body (including a local authority) which appears to the Council to have an interest in the review;
  - Notifying and consulting Gloucestershire County Council;
  - Taking into account any representations received in connection with the review.



## 5. Indicative timetable for the review

5.1. Legislation specifies the process to be followed including two consultation stages as set out in the timetable below:

Stage	Action	Timescale
Commencement	Publish terms of reference and timetable.	21 October 2022
Preliminary stage	Research - Consider consultation arrangements and electoral forecasts.	21 October 2022 - 30 October 2022
<b>Consultation Stage 1</b>	Initial submissions invited.	31 October 2022 – 29 January 2023
Stage 2	Consideration of submissions received. Draft recommendations prepared.	1 February 2023 – 1 March 2023
<b>Consultation Stage 3</b>	Draft recommendations published and consulted on.	1 March 2023 – 26 April 2023
Stage 4	Consideration of submissions received. Final recommendations prepared.	May 2023
Final stage	Recommendations submitted to full Council for approval.	July 2023

Please note that this timetable is subject to change.

## 6. Criteria for a Community Governance Review

6.1. Section 93 of the 2007 Act requires the principal authority to ensure that the community governance within the areas under the review will be:

- Reflective of the identifies and interests of the community in that area; and
- Effective and convenient.

6.2. When considering the criteria identified in the 2007 Act, principal Councils should take into account several influential factors, including:

- The impact of community governance arrangements on community cohesion and;
- The size population and boundaries of a local community or parish and;

In considering this guidance, the impact on community cohesion is linked specifically to the identified and interests of local communities. Size, population, and boundaries are linked to both but perhaps more specifically to community governance being effective and convenient.

6.3. Any changes agreed as part of the review should lead to:

- Improved local democracy; great community engagement; and better local service delivery reflective of the parish.



## **7. How to respond to the consultation**

7.1. The best and most cost-effective way to respond is by using the online survey:  
[www.stroud.gov.uk/elections](http://www.stroud.gov.uk/elections).

7.2. Alternatively, responses can be made in the following ways:

- Email: [elections@stroud.gov.uk](mailto:elections@stroud.gov.uk)
- Write to: Community Governance Review, Electoral Services, Stroud District Council, Ebley Mill, Ebley Wharf, Stroud, GL5 4UB (paper copies of survey are available upon request)
- Or call: 01453 754886

7.3. Prior to responding please ensure you have read through and understood the Terms of Reference of this CGR and the guidance contained herewith.

7.4. All responses should be provided in writing where possible and should be evidence based. Responses should be qualitative and should provide explanations for proposals.

## **8. What should be covered within your response to the consultation?**

8.1. Considering the Terms of Reference, we want your views of what the Community Governance arrangements for your area should be. In support of your proposition, you need to explain how it might derive the following benefits:

- Improved community engagement
- Enhanced community cohesion
- Better local democracy
- More effective and convenient delivery of local services and local government.

8.2. You should also explain how your proposition reflects the identities and interests of the community

8.3. The CGR will be more likely to recommend changes or no changes based on qualitative evidence received. It is important therefore to fully explain / evidence your response.

8.4. We encourage the presentation of good argument and evidence rather than assertion, response should include explanation as to why the particular viewpoint is being submitted.

8.5. Examples of information that could be provided to support proposals:

- Evidence of Parish/Town Council decisions e.g. Minutes of a Parish/Town Council Meeting.
- Evidence of public support.
- Electorate forecasts.
- Evidence of more than 1 candidate coming forward for vacant posts (casual vacancies).
- Evidence of a small or large workload for each elected Councillor



- Recent elections results as evidence of difficulties filling existing seats or having contested elections.
- Evidence of a community identity or the impact of changes on community identity.
- Evidence of particular ties or linkages to an area.
- Evidence that the recommended community governance arrangements would meet the criteria set out in the Local Government and Public Involvement in Health Act 2007.

8.6. Any proposal to amend boundaries must be evidenced with appropriate maps detailing the changes being suggested. Maps must be at an appropriate scale in order to show the detail of the proposed change. It is recommended that a map should be provided of the boundary as a whole and further maps provided which highlight specific changes in more detail.

8.7. All submissions will be carefully considered and when we publish our draft recommendations all such responses will be published on the council's website. Personal information such as address and contact details will be redacted in accordance with general data protection regulations.

8.8. We will not publish any submissions that are rejected for undue brevity, or which are wholly uncertain.

## **9. When will participants know the outcome of the Review?**

9.1. The Review timetable at section 3 of the Terms of Reference (and section 5 above) sets out when each stage of the review will happen.

## **10. Further guidance**

For further information please use the following:

- [Stroud District Council Website](http://www.stroud.gov.uk)
- [Government Guidance for councils on undertaking community governance reviews](#)

Alternatively please contact us by email: [elections@stroud.gov.uk](mailto:elections@stroud.gov.uk) or by phone: 01453 754886.



## **Appendix A – Governance and electoral arrangement FAQs**

### **What are Electoral Arrangements?**

Electoral Arrangements are the way in which a council is constituted for the parish and they are an important part of the review. They comprise:

- The ordinary year in which elections are held;
- The number of councillors to be elected to the council;
- The division (or not) of the parish into wards for the purpose of electing councillors;
- The number and boundaries of any such wards;
- The number of councillors to be elected for any such ward; and
- The name of any such ward.

### **What are Parishes?**

The whole of Stroud District is parished with no unparished areas.

Parishes should reflect distinctive and recognisable communities of interest, with their own sense of identity; ensuring that electors are able to clearly identify with the parish in which they are resident, creating a common interest in parish affairs which will, in turn, encourage participation in parish elections. The Government expects the creation rather than the abolition of parishes.

Smaller new parishes of less than 150 electors will be unable to establish their own parish council. It may be possible to group parishes together to create a grouped parish council without changing parish boundaries, creating new parishes or abolishing very small parishes.

### **What is the grouping of parishes**

In some areas of the country small rural parishes have been 'grouped' under a common parish council. This arrangement permits the parish to survive as a separate entity with its own parish meeting, and therefore a grouping arrangement is quite distinct to a warding arrangement.

Grouping Orders are permitted under Section 11 of the Local Government Act 1972. Grouped parishes can be seen as a working alliance with the election of a set number of councillors to the 'common council' from each of the grouped parishes.

Grouping parish councils can be effective in ensuring parish government where small parishes are not viable on their own but allows their separate community identity to continue.

### **Names and styles**

With regard to the names of parishes, the principal authority (Stroud District Council) will endeavour to reflect existing local or historic place-names and will also consider any ward names proposed by interested parties.



Alternative styles for parishes were introduced by the 2007 Act which could replace the 'parish' style. The alternative styles that may be applied to parishes, in addition to parish or town, are:

- (a) Community;
- (b) Neighbourhood; and
- (c) Village.

If an existing parish is under review, the principal authority will make recommendations as to whether the geographical name of the parish should change but it may not make recommendations for the parish about alternative style. It will be for the parish council or parish meeting to resolve whether the parish should have one of the alternative styles.

If a new parish is to be created, the principal authority would make recommendations as to the geographical name of the new parish and whether or not it should have one of the alternative styles.

### **Parish Council or Parish Meeting**

The principal authority has a duty to create, or not, a parish council and must follow the guidance laid down in legislation as follows:

- Where the number of electors is 1,000 or more the review must recommend that the parish should have a council;
- Where the number of electors is 151-999 a parish council may be created, with a parish meeting being the alternative form of governance; and
- Where the number of electors is 150 or fewer and does not currently have a council the review must recommend that a parish council is not created; and
- Where the number of electors is 150 or fewer and currently has a council the principal council must decide whether or not the parish should have a council.

### **Number of Parish Councillors**

The Government's advice is that, as an important demographic principle, each person's vote should be of equal weight so far as possible, having regard to other legitimate competing factors, when electing parish councillors. The number should not be less than five councillors for each parish council although there is no maximum number and no rules relating to the allocations of councillors.

Legislation dictates that the principal authority must have regard to the following factors when considering the number of councillors to be elected for a parish:

- The number of local government electors for the parish; and
- Any change in that number which is likely to occur in the period of five years beginning with the day when the review starts.

Each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, the broad pattern of existing council sizes should be considered.

Parish and Towns wishing to increase the number of councillors should give strong reasons for doing so.



The National Association of Local Councils (NALC) found the following levels of representation to the good running of a council:

<b>Electors</b>	<b>Councillors</b>	<b>Electors</b>	<b>Councillors</b>
1 – 900	7	3501 - 4400	12
901 – 1400	8	4401 - 5400	13
1401 – 2000	9	5401 - 6500	14
2001 – 2700	10	6501 - 7700	15
2701 – 3500	11	11,800 – 13,300	18

### **Parish Warding**

The principal authority is required to consider the following points when deliberating whether a parish should be divided into wards for the purposes of elections:

- Whether the number, or distribution, of the local government electors for the parish would make a single election of councillors impracticable or inconvenient; and
- Whether it is desirable that any area, or areas, of the parish should be separately represented on the council.

The Government's guidance is that warding of parishes may not be justified for largely rural areas based predominantly on a single centrally located village. Conversely, warding may be appropriate where a parish encompasses a number of villages with separate identities or where there has been urban overspill at the edge of a town into a parish.

### **The number and boundaries of Parish Wards**

In respect of the number and boundaries of any parish wards, the principal authority will take into account the criteria stated above, in particular the community identity and interests in an area, but also whether any particular ties or links might be broken by the drawing of particular ward boundaries. Parish wards must be easily identifiable and remain so in the future.

Any recommendations which are intended to reflect community identities and links will be supported by relevant evidence. Although the Government's guidance is that district wards and county divisions should not split an unwarded parish, and that no parish ward should be split by such a boundary, the relevant legal provisions do not apply to reviews of parish electoral arrangements.

### **The Number of Councillors to be Elected for Parish Wards**

The following will be taken into account when considering any changes to the size and boundaries of any parish wards and the number of councillors to be elected for each ward:

- The number of local government electors for the parish; and
- Any change in the number, distribution, of the local government electors which is likely to occur in the period of five years beginning with the day the review commences.



## **Naming of Parish Wards**

With regard to the naming of parish wards, the principal authority will endeavour to reflect existing local or historic place-names and will consider any ward names proposed by local interested parties.

## **Re-organisation of Community Governance Orders and Commencement**

The review will be completed when principal authority adopts the Reorganisation of Community Governance Order. Copies of the Order, maps detailing the effects of the Order, and documents setting out the reasons for all decisions made whether for change or no change will be published and made available for inspection.

The Order will take effect from 1 April 2024 but any changes to electoral arrangements for existing parishes will come into force at the next ordinary elections for the parish council on the 2 May 2024.