



To Members of the Town Council

You are hereby summoned to attend the Town Council Meeting to be held on Monday 29<sup>th</sup> July '24 at 7.00pm at the Town Hall, 1 Queens Street, Stonehouse

**Council Members:**

Councillors: John Callinan, Debbie Curtis, Marcus Dixon, Carol Kambites, Simon MacGregor, Madelaine Maraboli-Roman, Neil Gibbs, Gary Powell, Val Randell, Keith Terry, 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  
23rd July '24

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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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| TC3273 | To receive apologies   |
| TC3274 | To receive declarations of interest  |
| TC3275 | To approve the minutes of the Town Council meeting of 17 <sup>th</sup> June 2024   |
| TC3276 | To receive reports from Chair of Town Council and town councillors   |
| TC3277 | To receive and request reports from County and District Councillors  |
| TC3278 | To receive RFO's budget report and bank reconciliation for June '24  |
| TC3279 | To approve the latest payment list   |
| TC3280 | To resolve to suspend section 5.2 of the council's Financial Regulations during August 2024 to allow the processing of supplier payments |
| TC3281 | To retrospectively approve the latest funding commitment to support repairs to the reptile fencing at the Ship Inn site                  |
| TC3282 | To receive the draft minutes of Business Committee meeting of 8 <sup>th</sup> July '24 and to approve the following recommendations:     |

B/723 The revised Scale of Charges 2024

B/726 The award of the sewer pipe installation work at Oldends Lane to 'Cambrain Engineering' at a total cost of £75,810.68 plus vat plus STW admin costs of £260.

B/727

- A. The Town Clerk's flexible working request of incorporating the standard weekly 37 hours work into a four day working week - Monday to Thursday with immediate effect and, to amend his contract of employment to reflect the new arrangement.
- B. The proposal 'To make the post of Project Officer permanent, at the current level of remuneration'

- TC3283 To receive the draft minutes of Environment Committee meeting of 1<sup>st</sup> July '24
- TC3284 To approve the Town Council's response to objections raised in connection with the council's Town Green Application
- TC3285 To consider a health issue to dogs raised by dog walkers using Laburnum playing field
- TC3286 Date of next meeting - Monday 23<sup>rd</sup> September 2024

*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.*

- TC3287 B/734 To approve the use of reserve funding for legal support



## Notes on Agenda items, Full Town Council Monday 29<sup>th</sup> Jul 2024

<b>TC3275 - Minutes</b>	See attached minutes
<b>TC3277 – GCC and SDC updates</b>	See attached report from Ward Cllr Carol Kambites
<b>TC3278 – Budget/Recon</b>	See attached reports
<b>TC3269 – Payment list</b>	See attached payment list
<b>TC3280 – Supplier payments</b>	Suspension of clause 5.2 of the council's Financial regulations will allow the Clerk/RFO to process payments for all invoices received by the authority in the absence of council approval. Payment through the bank will continue to require sign off by two signatories. All payments made to suppliers during the shut down period will be retrospectively reported to full council at its next meeting on September 23 <sup>rd</sup> .
<b>TC3281 – Ship Inn site</b>	<p>Progress is being made with the Ship Inn site. To date, Council has approved a number of surveys to identify the presence of wildlife; reports have now been produced by the Ecologists undertaking the surveys.</p> <p>Costs are being sought for the translocation of the existing wildlife by trained Ecologists but it has been identified that the existing reptile fencing is in some disrepair. The town council has been given a price (See attached) for undertaking the fencing repairs by a well known and reputable local company, JPR Environmental' and they have confirmed that they were able to proceed with the repairs very quickly once the go ahead is given. As part of the work to be undertaken by the company, clearance works around the existing fencing will be required; this will necessitate the presence of an ecologist – there will be an additional cost to this.</p> <p>It is imperative that the repair work is undertaken as soon as possible for a number of reasons but most notably the need to retain the integrity of the site's current known wildlife position.</p> <p><b>Recommendations:</b></p> <p><b>For Council to:</b></p> <ol style="list-style-type: none"> <li>1. approve the award of the fencing repair work (including minor clearance works) to JPR Environmental at a cost of £2,567 plus vat and the additional Ecologists input through 'Wildservice' at an approximately £600 plus vat</li> <li>2. increase the Earmarked Reserve for the 'Ship Inn Site' by a further £10,000 from the council's General Reserves to accommodate further site related costs.</li> </ol>
<b>TC3282 – Business Committee</b>	<p><b>Scale of Charges 2024</b> See revised scale of charges attached</p> <p><b>Sewer pipe – Oldends Lane</b> See attached paper</p> <p><b>Flexible working request – Town Clerk</b> The Town Clerk recently submitted a 'Flexible Working Request' for HR Sub Committee consideration. The recommendation is detailed in the agenda. The request was made to improve the Clerk's work/life balance.</p> <p><b>Project Officer</b> Two years ago, Council made a decision to make the post a temporary one as it could not guarantee a sustained future workload. It has since been established, that projects already progressed by the incumbent post holder take considerably longer than anticipated and that there are a number of outstanding projects still to be started in addition to new projects that would be recommended over time. With this in mind, it was felt that the Project Officer's role was essential to meet the demands of the community and that the post should be made permanent.</p>
<b>TC3283 – Env Committee</b>	See attached draft minutes
<b>TC3284 – Town Green</b>	Draft formal response to GCC to be provided under separate cover.

**TC3285 – Dog health  
issue**

Council took the decision several years ago to leave the fringes of each of its playing fields uncut during the spring and summer months as an aid to improving biodiversity; the playing fields include Oldends Lane, Stagholt, Meadow Road and Laburnum.

A group of dog walkers use Laburnum playing field to walk their dogs two or three times each day. They do this for the benefit of the dog's health and their social interaction; in addition to the benefits derived from socialising with other dog walkers.

Since the start of the growing season, a number of these dogs have been reported to have been adversely affected by grass seeds lodging in their ears, their paws, their noses etc, necessitating veterinary attention at a cost. This has formed the basis of several verbal complaints from an individual dog walker, in addition to an emailed letter from a local veterinary practice asking the council to consider mowing the grass fringes (see attached letter).

Dog walking is only one of several uses of these and other playing fields enjoyed by the wider community and hence a balance needs to be struck in relation to their maintenance and development. Similar issues have not been raised by dog walkers using other playing fields within Stonehouse. Whilst there has been a promise of a formal written complaint on this issue, the office has not received one to date.





**Minutes of a meeting of the Town Council  
held on Monday 17<sup>th</sup> June 2024, 7pm  
at the Town Hall**

**Present:**

Councillors: Councillors: Debbie Curtis, Marcus Dixon, Neil Gibbs (Chair of Council), Carol Kambites, Simon Macgregor, Madelaine Maraboli-Roman, Gary Powell, Val Randell and Keith Terry.

In Attendance: Town Clerk, Carlos Novoth, Ward Cllr John Parker and several members of the public

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

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There were no questions raised or comments made by the members of the public attending the meeting

**TC3260 To receive apologies**

Council received apologies from Cllrs John Callinan and Theresa Watt

**TC3261 To receive declarations of interest**

There were no declarations of interest

**TC3262 To approve the minutes of the Town Council meeting of 13<sup>th</sup> May 2024**

Council **APPROVED** the minutes as a true and accurate record of the meeting subject to the removal of the last sentence of Agenda item TC3257 relating to an update provided by Ward Cllr Carol Kambites and adding the information to agenda item TC3258

**TC3263 To receive an update on town councillor vacancies following recent elections**

The Clerk provided an overview of the guidance provided by the elections authority in terms of filling the three current vacancies through Co-option - it was suggested that to demonstrate an open and





transparent process, an observer (an experienced clerk from another authority) will be asked to attend. It was felt appropriate to arrange an extraordinary meeting for the co-option process to ensure adequate time was given.

There are currently 5 candidates applying to be co-opted onto the council. Each Candidate has been asked to provide dates they would be unavailable - only 4 have replied to date - once the last candidate replies, a date for the Co-option meeting can be set.

**TC3264 To receive reports from Chair of Town Council and town councillors**

The Chair attended the D Day ceremony, the celebration on the Town Green and delivered the declaration.

Cllr Marcus Dixon attended the 'Code of Conduct' training. He and others felt that the training did not fully deliver what was being advocated.

Cllr Gary Powell raised concerns about the traffic management at Oldends Lane by 'Atlas' when holding sports events at the recreation field.

**TC3265 To receive and request reports from County and District Councillors**

See update from Cllr Carol Kambites. Ward Cllrs John Callinan and John Parker also provided a brief update. Once again, there was no attendance or update provided by County Councillor Nick Housden

**TC3266 To receive RFO's budget report and bank reconciliation for May '24**

Council NOTED the latest budget report showing an 'Actual Net Income' of £193,063.86 and an 'Actual Net Expenditure' of £80,040.51.

Council also NOTED the closing balance for the May '24 Bank Reconciliation of £194,062.48

**TC3267 To approve the latest payment list**

Council APPROVED the payment list totalling £10,002.65

**TC3268 To receive a report on the current financial year's supplier payments**

The Clerk presented an update on the difficulties experienced with the bank holding the council's operating account, during the past two weeks. He is awaiting a call from the Bank's complaints department.

Council NOTED the Clerk's concerns.

**TC3269 To receive the draft minutes of Business Committee meeting of 3<sup>rd</sup> June '24 and to approve the following recommendation:**

Council RECEIVED the draft minutes





1. **B/709 - Committee RECOMMENDS Council approves the purchase of three 'Terra' laptop computers with Docking Stations at a total cost of £2,259.87 plus vat**

Council **APPROVED** the purchase of the three 'Terra' Laptops with Docking Stations at a total cost of £2,259.87 plus vat through the council's IT provider 'Jireh'. (Cllr Marcus Dixon abstained from the vote that approve the purchase)

2. **B/710 - Committee RECOMMENDS Council approves Business Committee's Terms of Reference**

Council **APPROVED** the Terms of Reference for the Council's Business Committee subject to the following changes, to:

- Remove 'To monitor the annual draft budget for each committee ensuring value for money and recommend the level of precept' - it was considered that due to a change made to engage full council as a whole throughout the budget and precept setting process, Business Committee was no longer required to undertake this role for the council.
- Add 'To review the council's environmental performance'
- Amend 'To ensure adequate staff training and development' to include Councillors

- TC3270 To receive the draft minutes of Environment Committee meeting of 28<sup>th</sup> May '24**

Council **RECEIVED** the draft minutes of the meeting

- TC3271 To consider and approve a financial asset transfer to the newly created Great Oldbury Parish Council**

Council acknowledged Great Oldbury parish council's request for financial asset transfer of a proportion of the precepted income received by Stonehouse Town Council during the past two years. Council felt there was credibility in Great Oldbury's request.

Council **APPROVED** the transfer of £10,000 to the newly formed Parish of Great Oldbury subject to the council being legally allowed to do so. The Clerk will seek to clarify the situation and make payment, if legally permitted. (Proposed by Cllr Madelaine Maraboli-Roman; Seconded by Keith Terry; all in favour)

- TC3272 Date of next meeting - Monday 22<sup>nd</sup> July 2024**

Council **NOTED** the date of the next meeting - The Chair offered his apologies ahead for the next meeting





# District Councillor report – July 2024

## Council meetings

*Link to meeting agenda and documents in the committee title.*

### **Development Control Committee - 11th June**

- Meeting cancelled.

### **Licensing Sub-Committee - 17th June**

- A new premises licence application for sale of alcohol at The Rest, Court Farm, Kings Stanley, Gloucestershire, GL10 3PN

### **Environment Committee - 20th June**

- With so many new councillors this meeting was mainly about allocating members to outside bodies and receiving some officer/member reports. Along with routine performance monitoring and work programme review.
- Video recording

### **Housing Committee - 25th June**

- Updated Housing and Tenancy Fraud Policy.
- A detailed review of budgets for the Housing Revenue Account.
- Noted that the Council carefully reviews council housing complaints.
- Approval of a change to the Temporary Accommodation Strategy to grow provision within the district, which will help support people as they move into longer term accommodation and avoid homeless people being sent to B&Bs further away.
- Video recording

### **Community Services & Licensing Committee - 27th June**

- Licences that permit small businesses to have tables and chairs outside their property were reviewed following measures brought in during Covid. They are now able to obtain two year licences for £240pa.
- Maximum fares for licensed taxis and other requirements, such as vehicle age and emissions were reviewed. Public notices will be published.
- Funding was allocated for play areas around Stratford Park. The committee also recommended a 5 year capital investment program for Stratford Park Leisure Centre and Lido of £2.7m.
- Video recording

## Other news

- People of all abilities and mobilities are invited to take part in The Lock Challenge, a fully accessible day to encourage people to enjoy canals in the Stroud district. <https://thelockchallenge.co.uk/>
- Stroud District Council is looking for two tenant representatives for council tenants. <https://www.stroud.gov.uk/news/become-a-tenant-rep-and-help-shape-the-councils-housing-service/>
- Public Notice - Audit of Accounts 2023/24. <https://www.stroud.gov.uk/council-and-democracy/about-the-council/public-notice/public-notice-audit-of-accounts-202324/>

## Update

The report above was written by Cllr Gareth Kitchen (Wotton) on behalf of the Green Group. It was written before the most recent Full Council meeting on 18<sup>th</sup> July. That meeting was very positive and agreed:

1. To carry out essential repairs to the Stratford Park Lido and Leisure Centre. This includes replacing the lido filtration plant and will be an expensive undertaking but is the only alternative to closing the lido.
2. To 'note (not endorse) the County Council Economic Development Strategy. There was a lot of criticism of this strategy from all parties but it was necessary to note it in order to have seat at the table as future decisions are made.
3. To support the Gloucestershire bid for Europride 2027. This would be a very prestigious event of we were to win it.
4. To appoint a member champion for litter and a clean environment. Cllr Gill Thomas was appointed to this role.

In addition, I've attended a number of briefings and training sessions, including a useful one on Planning for Ward Councillors and one on Accounts and Treasury Management that I was surprised to find very interesting!

John Callinan organised a useful meeting with housing officers, that John Parker and I also attended, to look at some housing issues raised by Stonehouse residents. And I had a useful meeting with Keith Gerrard about the Ship Inn site.

Finally, three members of the Senior Leadership Team will be visiting Stonehouse on the afternoon of 31<sup>st</sup> July to look at some sites and issues with the three District Councillors. We will finish for coffee in the Town Hall to give Town Council Staff and any Councillors who wish a chance to meet them. This will be a Carlos's office as the Library will be open, so might be a bit squashed!

Carol Kambites, 19/07/24



# Bank Account Reconciled Statement

**Stonehouse Town Council**

**01651837**

**30-98-29**

Statement Number	51	Bank Statement No.	51
Statement Opening Balance	£194,062.48	Opening Date	01/06/24
Statement Closing Balance	£156,579.25	Closing Date	30/06/24
True/ Cashbook Closing Balance	£156,579.25		

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/06/24	010624JOHNSTAYT E	John Stayte Services Ltd	0.00	0.00	194,062.48
01/06/24	SO010624UBICO	Ubico Limited	0.00	0.00	194,062.48
03/06/24	DD030624NEST	NEST	2,333.23	0.00	191,729.25
04/06/24	FPI040624MAGPIE S	Magpies Social Club	0.00	262.50	191,991.75
05/06/24	DEB050624SCREW FIX	Screwfix	49.99	0.00	191,941.76
06/06/24	FPO060624A&EFIR EANDS	A&E Fire and Security	360.00	0.00	191,581.76
06/06/24	FPO060624ALLDO NEANDD	All Done and Dusted	108.24	0.00	191,473.52
06/06/24	FPO060624CLARIA NPROP	Clarian Property Services	230.00	0.00	191,243.52
06/06/24	FPO060624DREWL ANDSCA	Drew Landscape & Fencing	1,362.00	0.00	189,881.52
06/06/24	FPO060624EASYW INDOW	Easy Window Cleaning	21.60	0.00	189,859.92
06/06/24	FPO060624GBSPO RTS	GB Sport & Leisure	95.04	0.00	189,764.88
06/06/24	FPO060624GRUND ON	Grundon Waste Management Ltd	35.68	0.00	189,729.20
06/06/24	FPO060624JOMEW	Jo Mew Creative	225.00	0.00	189,504.20
06/06/24	FPO060624KELLA WAY	Kellaway Building Supplies Ltd	42.77	0.00	189,461.43
06/06/24	FPO060624PARISH ONLIN	Parish Online	360.00	0.00	189,101.43
06/06/24	FPO060624RBL	Multiple Suppliers/ Customers	1,000.00	0.00	188,101.43
06/06/24	FPO060624SIB	Stonehouse In Bloom	3,000.00	0.00	185,101.43
06/06/24	FPO060624STONE HOUSEA	Stonehouse Autoparts	34.96	0.00	185,066.47
06/06/24	FPO060624STROU DALARM	Stroud Alarms	107.88	0.00	184,958.59
06/06/24	FPO060624TTBSU PPLIES	TTB Supplies	23.89	0.00	184,934.70
06/06/24	FPO060624TWHK WINS	T W Hawkins & Sons	2,850.00	0.00	182,084.70
06/06/24	FPO060624WESTM IDFORE	West Country Forestry	228.00	0.00	181,856.70
06/06/24	FPO060624WORKN EST	WorkNest	2,558.10	0.00	179,298.60
07/06/24	FPO060624RBL	Royal British Legion	-1,000.00	0.00	180,298.60



# Bank Account Reconciled Statement

11/06/24	DD110624YUENER GY	YU Energy	438.57	0.00	179,860.03
12/06/24	DD120624WATERP LUS	WaterPlus	120.07	0.00	179,739.96
13/06/24	FPI130624LLOYDS	Lloyds Bank	0.00	75.00	179,814.96
13/06/24	FPI130624NATWES T		0.00	862.06	180,677.02
17/06/24	DEB170624HIVIS	Hivis.Co.Uk	156.71	0.00	180,520.31
18/06/24	PAY180624LLOYDS	Lloyds Bank	7.00	0.00	180,513.31
19/06/24	DEB190624GORDO NELLIS	Gordon Ellis & Co	18.00	0.00	180,495.31
19/06/24	DEB190624VOIPFO NE	Voipfone	28.40	0.00	180,466.91
19/06/24	FPI190624STFC	Stonehouse Town Football Club	0.00	205.00	180,671.91
21/06/24	DD210624NEST	NEST	2,278.08	0.00	178,393.83
21/06/24	FPO210624ALLDO NE&DUS	All Done and Dusted	54.12	0.00	178,339.71
21/06/24	FPO210624ALLSO RTS	Allsorts	140.00	0.00	178,199.71
21/06/24	FPO210624CAINSC ROSS	Cainscross Town Council	80.00	0.00	178,119.71
21/06/24	FPO210624FIVEVA LLEYS	Five Valleys Signs	42.00	0.00	178,077.71
21/06/24	FPO210624GAPTC	GAPTC	35.00	0.00	178,042.71
21/06/24	FPO210624GCC	Gloucestershire County Council	165.94	0.00	177,876.77
21/06/24	FPO210624GRFAS TENERS	G R Fasteners	20.52	0.00	177,856.25
21/06/24	FPO210624GRUND ON	Grundon Waste Management Ltd	93.90	0.00	177,762.35
21/06/24	FPO210624HISCOX	Hiscox Insurance Company Limited	8,549.25	0.00	169,213.10
21/06/24	FPO210624JIREH	Jireh Solutions Ltd	180.00	0.00	169,033.10
21/06/24	FPO210624PROLIFI C	Prolific Solutions (South West) Ltd	83.28	0.00	168,949.82
24/06/24	DD240624BT	BT	199.80	0.00	168,750.02
24/06/24	DD240624WATERP LUS	WaterPlus	70.81	0.00	168,679.21
24/06/24	DEB240624GORDO NELLIS	Gordon Ellis & Co	18.00	0.00	168,661.21
24/06/24	SO240624STAFF	Staff Salaries	12,106.18	0.00	156,555.03
25/06/24	DEB250624HYGIEN E4LES	Hygiene4Less	21.59	0.00	156,533.44
25/06/24	DEB250624NETSIL LA	Netsilla	17.80	0.00	156,515.64
27/06/24	DEB270624BUYAB ATTERY	BuyaBattery	5.30	0.00	156,510.34
28/06/24	DD280624WATERP LUS	WaterPlus	21.49	0.00	156,488.85
28/06/24	FPI280624STMARK ET	Stonehouse Town Market	0.00	165.00	156,653.85





# Bank Account Reconciled Statement

28/06/24	SO280624PATAPA YROLL	PATA Payroll	74.60	0.00	156,579.25
30/06/24	310324NATWEST	Nat West Bank	0.00	0.00	156,579.25

## Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	39052.79	1569.56

Reconciled by David Marsden

Signed \_\_\_\_\_  
Clerk / Responsible Financial Officer

\_\_\_\_\_  
Chair

Date \_\_\_\_\_

\_\_\_\_\_



# Financial Budget Comparison

Comparison between 01/04/24 and 23/07/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
INCOME						
Town Business Committee						
100	Precept	£383,870.25	£0.00	£191,935.00	£191,935.25	-50.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£0.00	£800.00	-100.00%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	£600.00	-100.00%
126	STFC Water Recharge	£200.00	£0.00	£0.00	£200.00	-100.00%
127	STFC Electric Recharge	£1,500.00	£0.00	£523.15	£976.85	-65.12%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£1,000.00	£0.00	£0.00	£1,000.00	-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	£1,050.00	£2,100.00	-66.67%
150	Community Centre Lease	£500.00	£0.00	£0.00	£500.00	-100.00%
155	OEL Pitch Hire	£2,000.00	£0.00	£1,115.00	£885.00	-44.25%
160	Misc Income	£500.00	£0.00	£255.00	£245.00	-49.00%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£1,000.00	£0.00	£862.06	£137.94	-13.79%
172	Bank Interest - Charity A/C	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
173	Bank Interest - Natwest	£1,000.00	£0.00	£5.79	£994.21	-99.42%
174	Bank interest - Cambridge BS	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
175	Town Hall/Library Recharges	£3,400.00	£0.00	£793.33	£2,606.67	-76.67%
176	Bank Interest - Nationwide	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
177	Bank Interest - Melton Building Society	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%





# Financial Budget Comparison

Comparison between 01/04/24 and 23/07/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
178 CCLA Interest	£10,000.00	£0.00	£0.00	-£10,000.00	-100.00%
Total Town Business Committee	£414,257.25	£0.00	£196,539.33	-£217,717.92	-52.56%
Town Environment Committee					
200 Stonehouse in Bloom	£0.00	£0.00	£0.00	£0.00	0.00%
205 Event Income/Donations	£1,200.00	£0.00	£0.00	-£1,200.00	-100.00%
210 Planting Sponsorship	£0.00	£0.00	£0.00	£0.00	0.00%
215 Grants	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£1,200.00	£0.00	£0.00	-£1,200.00	-100.00%
Total Income	£415,457.25	£0.00	£196,539.33	-£218,917.92	-52.69%
EXPENDITURE					
Town Business Committee					
1000 Salaries	£205,000.00	£0.00	£70,061.04	£134,938.96	-65.82%
1010 Training & Recruitment	£4,000.00	£0.00	£490.00	£3,510.00	-87.75%
1020 Health & Safety	£2,500.00	£0.00	£72.78	£2,427.22	-97.09%
1030 Professional Fees	£8,000.00	£375.00	£10,214.87	-£1,839.87	23.00%
1040 IT support	£9,550.00	£0.00	£1,350.31	£8,199.69	-85.86%
1050 Office Equipment Renewals	£500.00	£2,838.87	£2,838.87	£500.00	-100.00%
1060 Grants	£17,400.00	£0.00	£5,740.00	£11,660.00	-67.01%
1070 Town Hall/Library Shared Costs	£13,700.00	£0.00	£6,217.11	£7,482.89	-54.62%
1080 Town Hall/Library STC costs	£2,700.00	£0.00	£636.40	£2,063.60	-76.43%
1090 Admin Expenses	£5,750.00	£0.00	£747.22	£5,002.78	-87.00%
1100 Mayor's Charity & Expenses	£300.00	£0.00	£195.25	£104.75	-34.92%
1110 Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%



# Financial Budget Comparison

Comparison between 01/04/24 and 23/07/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
1120 Election Costs	£0.00	£0.00	£0.00	£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	£420.07	£12,479.93	-96.74%
1150 Workshop Overheads	£3,800.00	£0.00	£746.47	£3,053.53	-80.36%
1160 Equipment & Vehicle Costs	£3,800.00	£0.00	£252.58	£3,547.42	-93.35%
1170 Youth Centre Workers	£61,000.00	£0.00	£25,341.00	£35,659.00	-58.46%
1180 Youth Centre Overheads	£10,400.00	£0.00	£2,573.68	£7,826.32	-75.25%
1200 Subscriptions	£3,500.00	£0.00	£2,575.84	£924.16	-26.40%
1210 Insurances	£7,000.00	£0.00	£0.00	£7,000.00	-100.00%
1220 Project Planning & Delivery	£0.00	£130.59	£3,437.79	£-3,307.20	100.00%
1230 Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee	£377,380.00	£3,344.46	£133,911.28	£246,813.18	-65.40%
Town Environment Committee					
1190 Amenitiy Areas	£46,800.00	£0.00	£11,920.56	£34,879.44	-74.53%
2000 Christmas Lights	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
2005 Climate Change	£0.00	£0.00	£0.00	£0.00	0.00%
2010 In Bloom	£0.00	£0.00	£343.17	£-343.17	100.00%
2050 Cultural Events & Studies	£9,300.00	£0.00	£270.00	£9,030.00	-97.10%
2080 Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00	0.00%
2090 Planning Specialist Advice	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£58,100.00	£0.00	£12,533.73	£45,566.27	-78.43%
Total Expenditure	£435,480.00	£3,344.46	£146,445.01	£292,379.45	-67.14%





# Financial Budget Comparison

Comparison between 01/04/24 and 23/07/24 inclusive. Includes due and unpaid transactions. Includes commitments.  
Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£415,457.25	£0.00	£196,539.33	-£218,917.92	52.69%
Total Expenditure	£435,480.00	£3,344.46	£146,445.01	£292,379.45	-67.14%
Total Net Balance	-£20,022.75		£50,094.32	-£511,297.37	



Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment	Gross	Heading	Invoice	Details	Invoice
	Reference			date		
3834		£108.24	1180/4	03/07/24	All Done and Dusted - June 2024 - Pod cleaning	1958
		£108.24			All Done and Dusted - Total	
3843		£44.15	1100	08/07/24	Carlos Novoth - Coffee for SIB Volunteers Day	CNOVOTH080724
		£44.15			Carlos Novoth - Total	
3861		£36.00	1180/8	17/07/24	Cotswold Security Group Ltd - Alarm call out - Pod 19th June 2024	8706
		£36.00			Cotswold Security Group Ltd - Total	
3868		£14.75	1090/2	18/07/24	David Marsden - Toilet rolls x 32, milk & kitchen spray	MARSDEN180724
		£14.75			David Marsden - Total	
3858		£60.84	1150/3	15/07/24	Dursley Garden Machinery - Drive belt for mower, chainsaw chain, shoulder harness	5327
		£60.84			Dursley Garden Machinery - Total	
3856		£21.60	1080/1	15/07/24	Easy Window Cleaning - July 2024 - TH	21789
		£21.60			Easy Window Cleaning - Total	
3853		£18.98	1040/2	12/07/24	Fasthosts - Domain Renewal - stonehousetowncouncil.com - 1 year	77340594
3857		£28.78	1040/2	15/07/24	Fasthosts - Domain Renewal - supportstonehouse.uk 2 years	77391275

Signature

Signature

Date





# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Invoice details	Invoice
3870		<b>£47.76</b>		Fasthosts - Total		
		£165.94	1080/2	22/07/24	Gloucestershire County Council - July 2024 - TH Cleaning	1800768220
3849		<b>£165.94</b>			Gloucestershire County Council - Total	
		£3,834.00	1220	10/07/24	Gloucestershire Wildlife Trust - PEA/Phase 1 Surveys, GDN Edna Survey, Reptile surveys and report	11364
		<b>£3,834.00</b>			Gloucestershire Wildlife Trust - Total	
3877		£10,000.00	1090/2	24/07/24	Great Oldbury Parish Council - Financial asset transfer - £10 000 for financial years 22/23/24	
		<b>£10,000.00</b>			Great Oldbury Parish Council - Total	
3845		£64.79	1150/5	30/06/24	Grundon Waste Management Ltd - June 2024 - Waste - Workshop	PSI-1083748
		<b>£64.79</b>			Grundon Waste Management Ltd - Total	
3842		£25.01	1090/2	04/07/24	Jacqui Sanders - DP TO DVI Adaptor Cables x 2	JSANDERS080724
		<b>£25.01</b>			Jacqui Sanders - Total	
3850		£100.00	1040/2	11/07/24	Jo Mew Creative - June 2024 - Website management	1081
		<b>£100.00</b>			Jo Mew Creative - Total	

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_



Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment	Gross	Heading	Invoice	Details	Invoice
Reference				date		
3848		£95.65	1160/3	30/06/24	John Stayte Services Ltd - June 2024 - Fuel	9002311
		£95.65			John Stayte Services Ltd - Total	
3869		£7.00	1090/2	16/07/24	Lloyds Bank - July Bank Charges - no invoice is issued by Lloyds	
		£7.00			Lloyds Bank - Total	
3863		£40.00	2010/4	17/07/24	MDL Kelex - Stonehouse in Bloom brochures x 40	20464
3876		£992.00	1090/3	22/07/24	MDL Kelex - Stonehouse News x 3700 - Summer Edition	20515
		£1,032.00			MDL Kelex - Total	
3847		£45.00	1200	08/07/24	Open Spaces Society - Membership Renewal 24/25	7913824/25
		£45.00			Open Spaces Society - Total	
3851		£30.00	1090/2	12/07/24	Paul Crosby - Expenses - Mobile Phone May - July 2024	PCROSBY120724
		£30.00			Paul Crosby - Total	
3835		£335.57	1040/5	03/07/24	Prolific Solutions (South West) Ltd - June 2024 - Printer TH	10686
		£335.57			Prolific Solutions (South West) Ltd - Total	
3852		£105.60	1090/2	12/07/24	R F Helps - Expenses - Mobile Phone - May - July 2024. Travel to ROSPA Course 17th & 18th June.	RHELPS120724

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_





Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
3872		<b>£105.60</b>		R F Helps - Total		
	£69.99	1150/3	23/07/24	Screwfix - 750w Water Pump - Debit Card		18552595920
3832		<b>£69.99</b>		Screwfix - Total		
	£450.00	1030	03/07/24	Stroud District Council - Pre Application Advice - K334020K333S1 Stagholt Field - Debit Card		
3855		<b>£450.00</b>		Stroud District Council - Total		
	£2,850.00	1190/1	15/07/24	T W Hawkins & Sons - July 2024 - Contract Mowing		13463
3860		<b>£2,850.00</b>		T W Hawkins & Sons - Total		
	£14,004.00	1170	16/07/24	The Door - Quarter 2 - Youthwork & Additional Funding - Breakfast Club, Maidenhill Support, Food Friday, ISAK community work		1389/1390
3833		<b>£14,004.00</b>		The Door - Total		
	£86.83	1140/4	03/07/24	TTB Supplies - Hand Towels x 5000 x 3		TTBS62156
3873		<b>£86.83</b>		TTB Supplies - Total		
	£35.76	1140/4	23/07/24	UK Office Direct - Jumbo toilet roll x 6 - Debit Card		8000788062
3871		<b>£35.76</b>		UK Office Direct - Total		
	£8.40	1040/4	18/07/24	Voipfone - July 24 - Renewal of number and PBX - paid by DD		1014462696
Signature		Signature				
Date						



## Expenditure transactions - approval list

Supplier totals will include confidential items

Signature	Signature
Date	





## Quotation

Quotation no: 12915  
Date: 24th June 2024  
Client: Stonehouse Town Council  
Site: Ship inn - Stonehouse  
Service: Wildlife Mitigation

Item	Works	Price
1	<b>Vegetation clearance</b>  Clear all vegetation along the route of the reptile fence, leaving 1m clear on both sides of the fence	£1,679.00
2	<b>Fence repairs</b>  Repair the existing reptile fence as required, replacing damaged sections with new polythene material.  20m of fence to be repaired.	£888.00
	<b>Total</b>	<b>£2,567.00</b>

### Quotation Assumptions

- Quotes are valid for 3 months from given date
- Quotes are **exclusive** of VAT, charged at 20%
- Payment terms: 30 days from presentation of invoice
- No other services are included within the scope of this quote. If you request us to undertake additional work, we shall agree separate charges in respect of that work which will be detailed in a letter, by email or by separate quote
- **We will require a purchase order before commencing work**
- All quotes are subject to our **Standard Terms and Conditions** the latest version of which can be found on our website ([T&C's and Policies | JPR Environmental](#)) or a copy is available on request

### Notes

Please note JPR Environmental Ltd was previously known as Slimbridge Wetland Plants Ltd t/a JPR Environmental. Company registration number 04598972





## Minutes of a Town Business Committee held on Monday 8<sup>th</sup> July '24 at 7.00pm at the Town Hall

**Present:** Councillors, John Callinan (Committee Vice Chair), Neil Gibbs, Gary Powell, Madelaine Maraboli-Roman and Theresa Watt (Committee Chair)

**In Attendance:** Carlos Novoth (Clerk); representatives of Magpies Social Club (The Chair, Vice Chair and Treasurer of the club)

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

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There were no public questions. The representatives from Magpies Social Club were offered the opportunity to talk during agenda item B/729

**B/716 To receive apologies**

There were apologies from Cllrs Carol Kambites and Keith Terry. Cllr John Callinan confirmed that he would be late to the meeting.

**B/717 To receive Declarations of Interest**

There were no declarations of interest

**B/718 To approve the minutes of the Business Committee meeting held on 3<sup>rd</sup> June '24**

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

Cllr John Callinan attended the meeting at 7.07pm

**B/719 To receive the latest budget position**

Attention was drawn to the following budget lines: Contracted staff - a recent decision by FTC has increased the budget by £25k (not yet shown); Town Hall/Library and Pod rates - rates have been paid 'In year'; Pavilion Electricity usage - recharge not yet resolved from last year or this year but being monitored.

Committee **NOTED** the Clerk's comments and the budget report showing a total 'Actual Net' Expenditure of £96,709.92; a total 'Actual Net' Income of £194,409.21 and a Reserve expenditure of £3,344.46

Committee agreed for the Chair brought forward agenda item B/729 for discussion



**B/729 To discuss and recommend the renewal of the council's lease arrangements with Magpies Social Club**

The Club Chair provided an overview of the club's work to date to improve the inside of the building along with its plans to focus on the external parts of the building that are in real need of attention. He was able to confirm that their user base is increasing in light of the improvements made to date.

Committee was concerned that the Club had not formed useful links with Stonehouse Town Football Club (STFC) as their would be added benefit to the community of a joint facility. The Club Chair explained that attempts have been made but not well received. The football club appeared to have moved on with its own plans. There was also concern that the club continues as a Members only club. It was explained that whilst there are alternative options available to the club, these present additional challenges - an example was provided in relation to the cost of Sky subscriptions significantly increasing should the club become a Public House. The club were however keen to acknowledge that its current status as a Members only club presented its own difficulties and in an attempt to try and overcome them, the club suggested that it could offer a lower membership fee of £1 to allow anyone to drink and enjoy the facilities; the higher membership would be retained to allow subscribers to benefit from reduced alcohol prices.

Committee **DEFFERED** the matter until it had received a copy of the current lease. It was acknowledged that delaying a decision at this stage would create uncertainty amongst customers and the brewery.

**B/720 To approve the latest payments list**

Committee **APPROVED** the latest payment list totalling £15,303.21

**B/721 To receive an update on the council's Nat West bank account**

Committee **NOTED** the Clerk's update confirming to the last payment by Nat West to the council's Lloyds Operating account of £862.06. The Council's account with the Nat West is now closed.

**B/722 To receive an update on the council's Lloyds operating account**

Since forwarding the support papers for this meeting, the Clerk is now able to confirm that Lloyds bank have now corrected their IT glitch and as a result, once again, all payments require two full signatories to authorize payment. Further to this, the Deputy Clerk has now been accepted by Lloyds bank as a partial signatory and is able to load payments onto the bank payment process for authorisation by full signatories. Adding Cllrs John Callinan and Neil Gibbs as full signatories on the Lloyds account is still being progressed

The disruption to the council's payment process has forced Officers to take remedial action in terms of signing off payments on 'Edge'. Due to the fact that the Clerk had been able to authorize some payments (at the bank) without input from full signatories, he has signed off the payment on 'Edge' in order to show consistency. Details have been covered by the support papers  
Committee **NOTED** the updates

**B/723 To review the council's Scale of Charges**

The discussion centered mainly on the use of the Council's recreation parks by small businesses wishing to run outdoor classes for Yoga, dog training etc. free of charge. It was felt that the current 'Scale of Charges' allow for this. It was



recommended that explanations relating to this and events generally (items numbered 2 and 4) needed to be refreshed; it was felt that Hopelands School would fit into this category. Also, the charge for stall holders needed to be altered to the current charge of £5 per stall per occasion.

Business Committee **RECOMMENDED** Council to approve the revised Scale of Charges 2024

**B/724 To approve The Door's latest spending proposal**

Committee **APPROVED** The Door's spending proposal totalling £2,918 - this represents the costs detailed in points 1-6 of the proposal.

Committee also **APPROVED** the optional cost of £2,000 associated with point 7 of the proposal subject to The Door being unable to fund the trips through other sources.

**B/725 To approve the following grant applications in relation to Doverow Hill Woods**

**1. Printing of a publication called 'The history of Doverow Hill'**

Committee felt that the publication was a very worthwhile project that would provide a great insight as to the history of Doverow Hill and also thanked John Parker for his time and commitment to the town.

However a decision could not be made as town council grants may not be approved for individuals. It was suggested that Mr Parker provide Council with a separate proposal for consideration outside of the grant application process

**2. The holding of a public event**

A decision could not be made as town council grants may not be approved for individuals. It was suggested that Mr Parker provide Council with a separate proposal for consideration outside of the grant application process

**B/726 To recommend for town council approval the award of the sewer pipe installation contract at Oldends Lane**

Committee members were brought upto speed on the working groups progress and resultant recommendation as detailed in supporting papers. Whilst the amount of money involved in the installation work will be substantial, the project will enable all the facilities at Oldends Lane to be fully functional and add significant offerings to the Stonehouse Community. Whilst Council has already put aside Earmarked Reserves for the project, it was felt that seeking Full Council approval to award the contract to the successful contractor 'Cambrain Engineering' at a cost of £75,810.68 plus vat (plus £250 STW admin costs) would be appropriate.

Committee thanked the working group and Project officer for the sheer amount of work they had undertaken.

Committee **RECOMMENDS** town council approve the award of the sewer pipe installation work at Oldends Lane to 'Cambrain Engineering' at a total cost of £75,810.68 plus vat plus STW admin costs of £260.

**B/727 To note decisions made by HR Sub Committee at its last meeting on 1<sup>st</sup> July '24:**



- HR Sub Committee resolved to make the incumbent officer's employment as Senior Maintenance Officer, permanent, following a successful probationary period  
Committee NOTED the decision
- HR Sub Committee resolved to retain the incumbent officer's temporary employment as Business Support Officer until the return of the substantive postholder from maternity leave; the decision being made following a successful probationary period.  
Committee NOTED the decision

And to Recommend for town council approval the following:

- To approve the Town Clerk's flexible working request of incorporating the standard weekly 37 hours work into a four day working week - Monday to Thursday with immediate effect and, to amend his contract of employment to reflect the new arrangement.  
Committee RECOMMENDS Town Council approve the proposal:  
'To approve the Town Clerk's flexible working request of incorporating the standard weekly 37 hours work into a four day working week - Monday to Thursday with immediate effect and, to amend his contract of employment to reflect the new arrangement'.
- To resolve to make the post of Project Officer, permanent, at the current level of remuneration.  
Committee RECOMMENDS Town Council approve the proposal:  
'To make the post of Project Officer permanent, at the current level of remuneration'

**B/728 To review the Terms of Reference for each of Business Committee's Working Groups**

Committee APPROVED the following changes:

- 'Business Networking Group' to be renamed 'Business and Tourism' (This group will require an additional Councillor to comply with the town council's Standing Orders)
- 'Internal Audit' to include the need to regularly change membership to undertake internal control checks (ICC); ICCs to exclude bank signatories

**B/729 To discuss and recommend the renewal of the council's lease arrangements with Magpies Social Club**

Agenda item brought forward - see above comments

**B/730 To consider the potential closure of Stonehouse's remaining Public Houses**

The Clerk had recently written to the company that owned the two public houses, 'Stonegate'. The response was that they were seeking new tenant landlords.

By way of an update at the meeting, it was believed that Stonegate had found a new tenant for the Globe. Committee NOTED the update.

**B/731 To receive updates from the following working groups:**

- 1. Climate Change Action Forum**  
A new e bike will soon be purchased by Transition Stroud - the scheme will be operating fairly soon.
- 2. Communications**  
A meeting is scheduled for 15<sup>th</sup> July
- 3. Oldends Lane Development**  
See above comments
- 4. Support Stonehouse**  
Nothing to report
- 5. Youth**  
Update provided through quarterly report
- 6. Policy**  
Still to meet to discuss HR Terms of Reference
- 7. Internal Audit Panel**  
Cllr Keith Terry is due to undertake the ICC check for the 1<sup>st</sup> quarter
- 8. Court View**  
Officers have provided the developer with a list of requirements approved by council and are constantly seeking progress updates

**B/732 To identify and discuss Councillor training needs**

To date, three Cllrs have accepted councillor training

**B/733 To note the date of the next meeting - Monday 9<sup>th</sup> September 2024**

Committee NOTED the next Committee 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.***

Council voted to exclude the public from the next agenda item (B/734); this was unanimously agreed in light of the sensitivities involved.

CONFIDENTIAL

**B/734 To recommend to Town Council the use of reserve funding for legal support**

Information kept confidential





### SCALE OF CHARGES - 1<sup>st</sup> APRIL 2024 (Exclusive of VAT)

Hire type	Location	Charge	General Conditions/Requirements
<b>Daily Hire</b> (Use of Oldends Lane includes Pavilion toilets for Junior pitches and Changing rooms and Toilets for adults – and leave in good, clean condition)	Oldends Lane Car Park	£50	<ul style="list-style-type: none"> <li>Half Day Hires will be charged at 50% of the Daily Hire charge – Half days will run from dusk to 12 noon and from 12 noon to dusk</li> </ul>
	Oldends Lane Playing Field	£180	<ul style="list-style-type: none"> <li>Pavilion keys to be collected from and returned to the Town Hall as agreed with the town council</li> </ul>
	Laburnum Playing Field	£140	<ul style="list-style-type: none"> <li>A deposit of £10 will be taken for keys and held against loss</li> </ul>
	Meadow Playing Field	£140	<ul style="list-style-type: none"> <li>A deposit of £40 will be taken should an event require the use of</li> </ul>
	Stagholt Playing Field	£204	<ul style="list-style-type: none"> <li>vehicles accessing the location</li> </ul>
<b>Pitch Hire</b> (incl Pavilion Changing rooms/Toilets)	Town Green	£100	<ul style="list-style-type: none"> <li>The Pavilion will be left in a clean condition of a standard commensurate with the condition found prior to use</li> </ul>
	Parking on Playing Fields (when conditions allow)		
<b>Pitch Hire</b> (incl Pavilion Changing rooms/Toilets)	Oldends Lane Playing Field (Adults)	£60	
	Oldends Lane Playing Field (Junior)	£15	
<b>Market Pitch (Per day)</b>	Town Green	£5/Pitch	<ul style="list-style-type: none"> <li>Pitch organisers to ensure that the town green is protected from damage</li> </ul>
<b>Meeting Room (Per hour)</b>	Pavilion Town Hall Library (between hours 9am-5pm)	£14 £14	

1. Stonehouse based voluntary, un-subscripted, not for profit community groups may apply to the Town Clerk for free use of facilities when they do not charge an entrance fee and the sole purpose of the event is to raise funds for charitable purposes. A damage deposit will however still apply. (Small Businesses wishing to run small outdoor classes ie Exercise classes, Dog training classes etc on one of the council's playing fields may be allowed to do so free of charge providing they do not occupy either an area in excess of 100 square metres of space or an area allocated to an organised sport or event – the Town Council, through the Town Clerk may at its discretion allow some flexibility in considering requests that do not strictly meet this criteria)
2. All events requiring the use of the town council's facilities must provide the town council with their Events/Public Liability Insurance, relevant licensing and safety documentation prior to the event taking place – bookings are to be made at the town hall for all events. All event-holders will be required to sign upto and adhere to the Town Council's Terms and Conditions
3. In the event of bad weather, the Town Council reserve the right to prevent use of any of its fields and pitches at the last minute if it is considered that the scheduled event may cause irreparable damage

**The town council reserves the right to withhold permission for the use of the council's facilities.**

**Stonehouse Town Council can be contacted between 09:30 and 15:30 on Monday, Tuesday, Wednesday, Thursday and Friday of each week**





**OLDENDS LANE SEWER PIPEWORK CONNECTION. Update 25<sup>th</sup> July 2024.**  
July 2024.

The three main deliverables of this project have been identified as.

1. Connection of Stonehouse Town football club 'nest' building to a main sewer line.
2. Connection of the Stonehouse Town Council pavilion to a main sewer line.
3. Installing a sewer line connection point to the Stonehouse Town council workshop.

**Benefits.**

Allowing the pavilion to connect into a main line sewer pipework and removing the need for an aged septic tank system provides a more environmentally favourable way of managing site waste and will also eradicate ongoing septic tank management and spiralling maintenance costs.

Connecting the Stonehouse Town football club hospitality suite to a main sewer line will avert the need for users to exit the ground and use the Pavilion toilets – the current arrangements are highly unusual for a football club of this size and presents potential difficulties in meeting GFA standards.

The new sewer line will provide a connection point that in future will allow the Town Council workshop building to connect into a main sewer line allowing for a dedicated welfare facility for the council town maintenance staff.

Initial thoughts on the project centered on the football club providing suitably qualified 'in-house' manpower and equipment to dig trenches and lay pipework; the Town Council would source a pumping station and cover the costs of materials. It was anticipated the project would be managed by members of the football club over a prolonged period, offering project savings to the Town Council. However as the project developed, high levels of risk to the town council were identified. In addition, the football club were unable to commit to providing a detailed project timeline with suitable health and safety measures protecting the club's volunteers and members of the public. It was decided therefore that the project would be best delivered by a fully competent and compliant contractor that would provide the council with the right levels of safeguards.

The council approached a suitably qualified third-party contractor experienced in designing and installing underground sewer services. It was established that due to ground level fluctuations and inadequate gradients, the design would need to include a dedicated sewer pumping station (including electrical connection) and an outlet to a Severn Trent main line sewer. The majority of the line will run from the pavilion area through the Oldends Lane car park, and onward through to the 'pod' area and finally connect and discharge into the Midland Rd main sewer line.

Three contractors were invited to review the design and tender for the work:

- Cotswold Drain services. (maintain the current septic tank at Oldends Lane)
- Smith's Gloucester. (have been used by the Town Council for previous work)
- Cambrain Engineering. (recommended by Robert Hitchens homes)

All three companies have offered quotations as follows:

**Cotswold Drain Services.** To install to STW design guidance new drainage following the pipeline drawing provided by STC. Work will include the digging of all trench work laying 100mm pipeline to a TT pumping station requiring a three phase 400v power supply. The line will have 5 new 450mm manholes fitted with D400 spec covers. (heavy duty). Cotswold Drain will install the new pumping station surround in concrete, install the electrical control kiosk at additional cost and connect into the existing manhole outlet in close



proximity to the POD. They will also at cost help manage the STW 104 / 106 connection agreement. No timeline plan has been made available and Cotswold Drain have quoted from a desktop with no site visit.

Sewer line, and pumping station **£98,850 + VAT**

Additional costs. Electrics **£4,000.00 + VAT**

Stas for utility providers **£420.00+ VAT**

STW 106 administration costs **£280.00 + VAT**

**£103,550.00 +VAT.**

**Smith's Gloucester.** To install to STC provided drawings. All trench work and laying of 160mm pipework, install TT pump sullied station (pump costs not included) install 3 off new manholes (1050mm) install 5 off 300mm manholes at pavilion. Install and run three phase electrical; cables through football club site. No timeline has been submitted, no 106 STW costs. All trenchwork within the football club grounds will be directional drilled (moled).

NOTE the work will not be undertaken by Smiths they will employee another drain specialist company as their preferred supplier.

Sewer line installation £64,274.28 +VAT

Electrical connections estimated at £1,000.00 + VAT

TT pumping station separate cost to STC £17,725.00 + VAT

**£82,999.28 + VAT**

**Cambrain Engineering.** To install to STC provided drawings. Provide all relevant documentation to CDM and HSE legal requirements. Letter drop all local residents and hold a meet the contractor day. Excavate trench work and lay 150mm pipework, construct and install all manhole covers as per supplied specification (450mm manholes fitted with D400 spec covers). Install 7m3 capacity pumping station and control kiosk, commission and make system live. Provide onsite management and reporting structure.

**£75,810.68 + VAT**

Additional costs may be incurred to manage the STW 104 / 106 administration costs approximate £250.00

After review the Council's Oldends Lane Development Working Group requested that 'Cambrain Engineering' are considered for this project and request that the item be added to the Business Committee meeting (08<sup>th</sup> July 2024) for discussion.

***Business committee meeting dated 08<sup>th</sup> July 2024.***

***Agenda item B/726.*** To recommend for Town Council approval the award of the sewer pipe installation contract at Oldends Lane.

*Committee recommends town council approve the award of the sewer pipe installation works at Oldends Lane to 'Cambrain Engineering' at a cost of £75,810.68 plus VAT and STW administration costs of approximately £260.00*

In light of the emerging costs of the project, the working group raised the issue of funding with Stonehouse Town Football Club at a project meeting on 10th July 2024; it was explained that the cost of the project had grown significantly from initial estimates and owing to the fact that a decision was made not to pursue the option of the work being undertaken by club volunteers, the council wish to see a financial contribution from the football club towards costs. The club understood the basis of the council request and was able to commit to a total contribution of 10% of the project coverall payment of £7,500 (Payment terms detailed in an email from STFC to the town council dated 15th July 24 Stonehouse Town FC included an initial upfront payment of £1500 with 24 monthly payments of £250 per month. Should council wish to accept this

proposed payment, the total cost of the project to the town council would reduce from £75,810.68 to £68,310.68 plus STW admin costs of £260.

**Next phase.**

Project plan sign off (no anticipated changes) with Agreement to T&C for payment proposal.

Placement of order.

Meet with Cambrain.

CAMBRAIN ENG project proposal task outline.

**Cambrain Engineering mobilisation.**

Contractor on site management at all times, lock down and make safe at every shift end, structured reporting lines (Cambrain / STC) weekly scope update meeting.

Contract lead in. (upon placement of purchase order)

- Procurement of goods (pumping station) 6-8 weeks from placement of order, all other goods 4-7 days. (Contract lead in to include communication plan with local residents and football club.)

Documentation preparedness (to include CDM management and STW management).

- Mobilise and set up site.
- Commencement of works.
- Gravity drainage 18 days
- Pumping main and station. 12 days (in conjunction with TT pumps)
- Post construction 15 days with contingency included.

Contract review







## STONEHOUSE TOWN COUNCIL

Minutes (subject to agreement at the next Committee meeting) of a meeting of the Town Environment Committee on Monday 1<sup>st</sup> July, 7pm at Stonehouse Library, High Street, Stonehouse, GL10 2NG.

**Present:**

Councillors: Deborah Curtis (Committee Chair), Marcus Dixon, Simon Macgregor, Val Randell (Committee Vice Chair), and Theresa Watt.

**Also present:** Jacqui Sanders (Deputy Clerk),

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

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**E/802** To receive apologies.

Apologies were received from Cllr Neil Gibbs.

**E/803** Declarations of Interest

There were no declarations of interest.

**E/804** To approve the minutes of the Town Environment Committee meeting held on Monday 28<sup>th</sup> May.

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

**E/805** To receive the latest updated Environment Budget.

Committee NOTED the updated report showing a total 'Actual Net' Income of £0; 'Actual Net' Expenditure of £7,683.73 and Reserve Expenditure of £0.

**E/806** To review directional signage within the Town and Canal corridor.

Committee AGREED to undertake a survey and research design options.

**E/807** To review Environment Committee's Terms of Reference and make recommendations to Full Town Council for approval.

Committee APPROVED the Terms of Reference.

**E/808** To review Working Groups Terms of Reference and make recommendations to Full Town Council for approval.

Committee APPROVED the Working Group Terms of Reference with the following amendments:

Public Rights of Way - To investigate, support and sustain public rights of way and green spaces for the benefit of the community in Stonehouse Parish.

Committee RECOMMENDED the Business Networking Group be reviewed and renamed to incorporate tourism.





## **STONEHOUSE**

### **TOWN COUNCIL**

Committee RECOMMENDED non councillor names are not listed in Working Groups.

**E/809 To comment on planning applications.**

**S.24/1072/HHOLD** 17 Regent Street, Stonehouse  
Erection of single-story front extension.

**Comment: No objections as long as none from neighbours.**

**S.24/0917/FUL** Land Adjacent To Stonehouse Commercial Centre, Bristol Road, Stonehouse

Erection of 83 individual self-storage units.

**Comment: No comment.**

**S.24/1055/CPL** Mr & Mrs Lewin 18A Gloucester Road Stonehouse  
Erection of a single storey rear extension.

**Comment: No objections as long as none from neighbours.**

**Pending Licensing Act 2003 Application**

**Ref: 24/00605/LAPRNW** 2-3 Park Parade, Stonehouse

Sale by retail of alcohol - off sales, every day 06:00 to 23:00

**Comment: No objections.**

**S.24/1097/FUL** A B B Ltd, Oldends Lane, Stonehouse

Extension of a dropped kerb.

**Comment: No objections.**

7:46 pm - Cllr Dixon declared an interest in the following agenda items and left the room.

**S.24/0350/TCA** Winuwuk Studio , Downton Road, Bridgend, Stonehouse

T1 - Leylandii trees - trim to 4m. Prune apple, pear and plum trees. Removal of 4x cherry. Removal of walnut and ash saplings. 2x willow - 3m reduction from top. Side growth of 2x trees in the river need to be taken down to ground level. Removal of both alders. Removal of several trunks of hazel (coppicing). Pruning by 3m eucalyptus.

**Comment: Stonehouse Town Council recommend securing the advice of a tree surveyor before the felling of the 4 cherry trees.**

7:57pm Cllr Dixon returned to the room.



These are applications to which Stroud District Council have been notified of. There is no formal mechanism for consultation on these types of applications, particularly where “prior notification” is involved.

**S.24/1054/DISCON** Dairy Partners Ltd, Oldends Lane, Stonehouse  
Discharge of condition 5 from S.23/0065/FUL (Erection of mechanical equipment and acoustic panels on the roof of the existing plant room).

**S.24/1069/MINAM** Dairy Partners Ltd, Oldends Lane, Stonehouse  
Minor Amendment to permitted application S.23/0065/FUL (Acoustic Cladding Wall, to suit same colour and material as existing main building, with acoustic cladding wall to plant deck area to side of existing building) - Continuation of existing Planning Approved acoustic cladding wall to existing building. No material changes, no visual changes as the area is within a plant room perimeter and is not visual from anywhere other than within the grounds of the building.

**Comment:** Stonehouse Town Council requests that it should be recorded that Stroud District Council do everything in its power to reduce the noise to a minimum to lessen the distress caused to neighbouring residents.

**E/810** To receive Working Groups updates. Members may wish to note any reports from the following:

**Comms** - Meeting scheduled for July.

**Stroudwater (Bristol Road) Station** - Not met

**Canal Rejuvenation** - Meeting held with Robert Hitchins concerning Wyatt’s Field which was very positive. Robert Hitchings is to revise drawings in response to comments made.

**Transport and Highways** - Not met.

**Public Rights of Way** - Nothing to report.

**Recreation** - Not met.

**Events** - Flower Sculpture Trail, 13<sup>th</sup> - 26<sup>th</sup> July, with Stonehouse in Bloom.

**Goodwill** - Saturday 7<sup>th</sup> December, planning is in process and events are being booked.

Next meeting scheduled for 9<sup>th</sup> July.

Committee were REMINDED that Working Group updates need to be written and submitted by the Chair of each group, to the relevant committee.

**E/811** To receive a report on planning decisions received from Stroud District Council.



## **STONEHOUSE**

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### **TOWN COUNCIL**

Committee NOTED the latest planning decisions.

**E/812 To approve communications in support of the meeting's decisions.**

Committee noted the decisions and AGREED that there no communications to approve.

**E/813 Date of next Environment Committee meeting: Monday 2<sup>nd</sup> September 2024.**

Committee NOTED the date of the next meeting.

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Stonehouse Veterinary Practice  
30 Bath Road  
Stonehouse  
Gloucestershire  
GL10 2JA

10<sup>th</sup> July 2024

Stonehouse Town Council  
Town Hall  
1 Queens Road  
Stonehouse  
GL10 2QA

**Re. Dogs suffering with grass seed foreign bodies in Laburnum Park**

Dear Sir/Madam,

I am writing from Stonehouse Veterinary Practice. It has been brought to my attention that the grass around the perimeter of Laburnum Park has been left long. Long grass like this does pose a considerable threat of grass seed foreign bodies in dogs. We saw a dog two weeks ago with a grass seed inside the ear, which required an operation to remove as it had embedded into the ear drum. A second dog presented last week with a grass seed stuck up the nose, which also required a procedure to remove. Both dogs picked up the grass seeds from walking in Laburnum Park.

We do see grass seed problems from long grass a lot this time of year. Although not walked at Laburnum Park, we have seen two other dogs recently with grass seed problems; one with a grass seed stuck in the eye, and another that had embedded between the toes.

All of these dogs were treated successfully, but in some cases the risk of grass seeds can be worse, such as if they are inhaled into the lungs.

Please can you consider mowing this grass?

Kindest regards,

Daniel Butts  
Veterinary Surgeon and Director  
Stonehouse Veterinary Practice

