



## STONEHOUSE TOWN COUNCIL

To Members of the Town Council

You are hereby summoned to attend an Extraordinary Town Council Meeting to be held on Tuesday 13<sup>th</sup> August '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  
6<sup>th</sup> August '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

- |        |   |
|--------|---|
| TC3288 | To receive apologies  |
| TC3289 | To receive declarations of interest   |
| TC3290 | To approve the minutes of the Town Council meeting of 29 <sup>th</sup> July 2024  |
| TC3291 | To approve the latest payment list  |
| TC3292 | To approve the transfer of a further £10,000 from the Council's General Reserves to the Ship Inn site Earmarked Reserve |
| TC3293 | To approve the award of a contract to translocate reptiles and other wildlife on the Ship Inn site                      |
| TC3294 | To note the council's next town full town council meeting on 23 <sup>rd</sup> Sept 2024                                 |

## Notes on Agenda items, Full Town Council Tuesday 13<sup>th</sup> August 2024

TC3290 - Minutes	See attached minutes
TC3291 – Payment list	See attached report
TC3292 – Reserve funding	<p>See attached reserves report</p> <p>Earmarked Reserves for the Ship Inn site currently holds a budget of £10,000 – Council approved this at its meeting on 22<sup>nd</sup> January 2024. Financial commitments to the site currently total just short of £10,000; this include the cost of ecological surveys and reptile fencing repairs.</p> <p>The next stage of the process is to clear the site by first translocating the reptiles and other wildlife found during the survey work. Further work will also be needed to clear the site of vegetation – both are likely to require further input from an ecologist. As the town council is now committed to the site and the need for further work has been identified, Council will need to consider increasing its earmarked reserve.</p> <p><b>Recommendation: Council increases the earmarked reserve for the Ship Inn site by £10,000 for wildlife translocation, vegetation clearance and setting up the site for visitors.</b></p>
TC3293 – Translocation of reptiles	<p>To date, Officers have pursued a number of ecologists to secure quotations for the translocation of reptiles and other wildlife. Due to the unprecedented call on ecologists at this time of year, only two quotes have been secured (See attachments); both from local ecologists. Other ecologists have been unable to satisfy the council's timeline requirements. The two quotes are as follows:</p> <p><b><u>Wildservice</u></b></p> <p>Total cost of works quoted at £5,985 plus vat for: Reptile Mitigation strategy and reptile translocation survey(up to 30 site visits, travel expenses and electronic reports.</p> <p><b><u>Wildwood Ecology</u></b></p> <p>Wildwood ecology reference industry standards / regulations. He stated that there are no set regulations or British standards to work to, but ecologists are advised to follow industry guidelines . The ARG 'Amphibian and reptile group' (<a href="https://www.arguk.org/info-advice/advice-notes">https://www.arguk.org/info-advice/advice-notes</a>) and Froglife (<a href="http://www.froglife.org">www.froglife.org</a>) are the benchmark groups and are well recognised and followed by Wildwood.</p> <p>Total estimated costs include the following: 10 estimated visits at £160/visit = £1600 £80 on matting £72 on Fuel. Single payment of £160 on project management. TBC £1,912.00 + VAT</p> <p>The company would want to inspect the fencing prior to any relocation and relocate all found reptiles on the day of the mat inspection / survey. Should a hibernaculum be required in the area the reptiles will be translocated to, the company will build one at minimal cost.</p> <p>The quotation refers to undertaking translocation post planning consent. The context of the site and how it is to be developed was explained added to the fact that there is currently no need for the council to apply for planning. Wildwood explained that this statement was primarily to help with major construction projects</p>

by end Sept.  
before hibernation

no constructions 50 dk

Tried for 3 quotes - check GW

Wildwood would be able to commence work very quickly and would complete the translocation by the end of September if awarded the contract shortly after the council decision

General information:

National Species Reintroduction Forum (2014a, 2014b)). In this case 'translocation' refers to a situation where reptiles are moved to a new site as habitat on the original site will no longer be suitable after works (i.e. rehoming). ***A situation where animals are simply moved out of the way of temporary works but are able to return to the original area later (i.e. Relocation) is not considered to be translocation. Translocations are all site specific and very complex, requiring much preparatory work and so an appropriately experienced reptile ecologist must be engaged to lead this.***

Recommendation:

1. To award the translocation of reptiles and other wildlife detailed in the ecological surveys undertaken by 'Wildservice' in 2024 for the Ship Inn site, Stonehouse to Wildwood Ecology for the estimated total cost of £1,912 plus vat
2. To authorise the Chair and Vice Chair of Council in liaison with the Chair of 'SPICE' to initiate further work if necessary, at a cost not exceeding £1,000, relative to the translocations. Final costs to be retrospectively reported to full town council at the earliest time.





# Wildwood Ecology

For the attention of: Gary Wetson

Stonehouse Town Council  
Town Hall,  
High St  
Stonehouse  
GL10 2NG

**ISSUING OFFICE:**

Wildwood Ecology Limited  
Suite 1, Ground Floor  
Mill Building  
Brimscombe Mill Business Park  
Stroud, GL5 2QG

T: 01453 367450

E: [info@wildwoodecology.com](mailto:info@wildwoodecology.com)

W: [www.wildwoodecology.com](http://www.wildwoodecology.com)

Quotation: QN5329

1 August 2024

Dear Gary,

**FEE PROPOSAL FOR PROVISION OF ECOLOGICAL SERVICES - FORMER SHIP INN, BRISTOL ROAD, STONEHOUSE, GL10 2AL**

Thank you for contacting Wildwood Ecology regarding ecological services at the above named site.

We understand that works in relation to mitigation for reptiles present on site is required.

Please note that an element of site management will be required in order to successfully translocate reptiles from the site. A suitable exclusion fence will need to be in place around the perimeters of the site and there may need to be an element of ongoing vegetation management. Reptile hibernacula may also need to be built on the receptor site.

These elements need to be undertaken by specialist contractors and we have not included costs for these elements in this quote.





Please find below a full breakdown of the scope of works for each of the tasks identified.

## SCOPE OF WORKS

Tasks	Amount
<b>Ecology Consultancy - Additional Project Management &amp; Consultation</b> Unless otherwise agreed, additional services that fall outside the original scope of works will be charged in hourly increments. This may include, but not restricted to, the requirement for attendance at meetings (on-line or in-person), review of supplementary documents, picking up or dropping off of keys, responding to email or phone calls on supplementary services. Mileage, where incurred, will be charged at our standard rate, as too any additional costs purchased on behalf of you and subject to your approval. If further significant consultation is required these services will be subject to a separate fee quote rather than an hourly rate.	160.00
<b>Ecology Consultancy - Reptile translocation - PER VISIT</b> Reptile refuge deployment beginning the translocation process can only commence once a planning permission is in place and any conditions relating to reptiles, have been discharged. A high reptile mat density is required to ensure the rapid capture and translocation of the population. Therefore, a total of 80 reptile mats will be deployed at the site.  The reptile translocation will continue until a series of 'nil returns' or a 'reasonable capture effort' (determined by the project ecologist) has been achieved. This proposal estimates that at least 10 visits will be required. Therefore this quote is presented as a per visit fee. We will bill pro-rata for the number of visits undertaken. If additional visits are required we will inform you of this at the appropriate time.  All reptiles will be captured and safely transported to an allocated receptor site as agreed within the Reptile Mitigation Strategy.	160.00

Costs	Quantity	Rate	Amount
<b>Survey equipment/materials</b> Reptile mats.	80.00	1.00	80.00
<b>Mileage - per visit</b> Vehicles account for 15-20% of global carbon emissions. We use fuel efficient vehicles, but need to do a lot more. As we work to reaching Carbon Net Zero by 2030 we currently use a Carbon Offset Scheme that allows us to invest in environmental projects around the world in order to balance out our carbon footprint. Please be assured that all journeys we make will be offset.	12.00	0.60	7.20

Subtotal	407.20
20% (VAT on Income)	81.44
<hr/>	
<b>Total</b>	<b>488.64</b>

### Timescales

- This quotation will remain valid for 30 days from the date of issue, after which we reserve the right to re-calculate, as necessary.
- The timescale we provide for attending site or carrying out survey is valid for 5 working days only. If we are commissioned after the 5 working days, we will re-assess our availability and provide you with an updated estimate of delivery time.
- A draft report will be issued within 20 working days as standard following the date of the final survey, unless otherwise agreed.
- Report validity: as a guide an ecological report has a validity of approximately 18 months from the date of the site visit. If a project has not been determined before this period, then a re-survey of your site may be required.

### Additional fees and charges

- Additional 'Project Management (PM)' tasks/duties required, such as non-budgeted consultation advice (including but not limited to responses to email, phone calls or on-site discussions), attendance at meetings (either in-person or on-line), will be charged at a rate of £80.00 per hour (Consultant rate).
- Additional mileage incurred will be charged at £0.60 per mile.

### Assumptions

- Costs have been prepared on the basis that full site access is available or will be made available on commencement of the work, and that there are no health and safety issues to be taken into consideration.
- Where the scope of work or working methods require amending due to unforeseen health and safety issues, we reserve the right to adjust our costs, accordingly, should this be necessary we will consult with you regarding any necessary adjustments prior to starting the work. These costs do not allow for any task not specifically identified within the quotation.
- Where the scope of work has the potential to change or be extended once we have attended site (e.g. additional trees/buildings/portions of land beyond the agreed scope of the quotation) we reserve the right to re-quote and re-visit the site at a later date to complete the additional work.
- In line with our health and safety policies, we will allow for 2 surveyors (the second being an assistant) under the following scenarios: where working at height or ladder use is required; for surveys at dusk or dawn; working near water. If required for any other scenarios where there is a risk to H&S, we will detail this.
- VAT will be charged at 20% on applicable charges.
- Mileage is charged at 60p per mile from our Stroud office to the site address. All costs are quoted in pounds sterling.
- All biological records and data obtained during our services will, subject to Client and site confidentiality, be made available to the relevant biological Local Records Centre (LRC) unless explicitly otherwise agreed prior to instruction.
- We cannot purchase equipment, data or firmly book a survey until we have receipt of the acceptance form, and a PO if this is standard procedure for your company.



**Invoicing:**

- For a single survey and report, a final invoice will be sent following the issue of the draft report payable within 30 days of the invoice date, unless otherwise agreed.
- Where multiple surveys visits and elements of work are required we will invoice monthly or on completion of each element of work, unless otherwise agreed.
- Wildwood Ecology reserves the right to charge interest on outstanding amounts in line with current legislation.
- Invoices will be sent to the name and address provided on the quote acceptance form relating to this quote.
- Invoices can be paid by BACS, debit, or credit card. **Please be aware that we no longer accept cheques.**

I trust the above provides all the relevant information in order for you to decide to work with us. However, if you do have any comments or queries, then please do contact me or one of my colleagues.

Our full terms of business can be found [here](#)

If you wish to instruct us to proceed, then all you need to do next is complete the quote acceptance form attached in your quote issue email. We look forward to working with you!

Yours sincerely,

**David Withington**

e: [dwithington@wildwoodecology.com](mailto:dwithington@wildwoodecology.com)

t: 01453 367450



## WHY WILDWOOD?

Wildwood Ecology is a multi-award-winning independent ecological consultancy and Certified B Corporation, providing a comprehensive range of surveys alongside a professional advisory service throughout England and Wales.

Our depth of knowledge and passion for the environment means that it's in our nature to find the best outcome for people and planet. We're problem solvers who understand commercial realities.



"We have almost exclusively engaged Wildwood on all our projects, time and time again. The is because they have provided a far superior service."

*Davies Sutton Architects*

PEOPLE  
PLANET  
PURPOSE



## OUR PROMISE

We'll help you do the right thing at the right price.

We go the extra mile to deliver pragmatic and cost-effective ecological solutions, without holding up the development.

We'll give you the full picture from the outset, so you know exactly where you stand and won't be hit with any nasty surprises further down the line.

We guarantee a draft report in no more than 20 days following the completion of surveys.





## Acceptance and Consent Form

In order to instruct us to carry out the work as detailed in our Quotation please complete this Acceptance Form and return it to: [info@wildwoodecology.com](mailto:info@wildwoodecology.com)

Quote (QN) number:		Purchase Order number (if relevant)**		Quote Value (ex VAT)*:	
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Invoice details			
Name:		Phone:	
Address:		Email:	
If you are acting as an agent on behalf of your client, and will remain the main contact for correspondence on the project, please provide your contact details below:			
Name:		Phone:	
Address:		Email:	

\* Please leave this blank if you are accepting a quote for tasks with variable fees (e.g. day rates)

\*\* Please note if it is standard procedure for a PO number to be given when invoicing, we will only accept formal instruction once a PO is obtained.

If you have any specific requirements for invoicing, please detail them here: .....

I accept the fees provided in the quotation and the **terms and conditions**.

Signed:

Date:

## Marketing

New clients - we would be grateful if you could tell us how you heard of us:

When we carry out good work, we like to shout about it. We may use photographs taken onsite on our social media channels and, in some cases, create Case Studies on the Portfolio page of our website and display agreed testimonials. If you are happy for us to use images for the purpose of marketing, please tick this box to confirm your consent: ☐



# Wild Service



Wildlife Trust  
Consultancies

ECOLOGICAL SERVICES

MITIGATION

CONSERVATION

- We provide ecological surveys and assessments, mitigation, advice and guidance regarding wildlife, plants and habitats for both development and conservation projects throughout the UK.
- Wild Service is the Ecological Consultancy for Gloucestershire Wildlife Trust. As such, the company reinvests its profits into local conservation work.
- We are also part of a wider network of Wildlife Trust Consultancies enabling us to offer national delivery with local expertise.

• We offer the following types of service to clients:

Ecological Surveys  
Protected Species Licences  
Ecological Management Plans  
Biodiversity Net Gain  
Ecological Impact Assessments (EclA)  
BREEAM Assessments  
Mitigation, Enhancement & Rewilding  
Green Infrastructure Planning (Building with Nature)  
Arboricultural Surveys  
Landscape Consultancy Services

Contact us at

Wild Service,

Conservation Centre

Robinswood Hill Country Park

Reservoir Road, Gloucester, GL4 6SX

TEL: 01452 383 333; Email: [info@wildservice.net](mailto:info@wildservice.net)

Website: <https://wildservice.net/>

Wild Service is part of Gloucestershire Wildlife Enterprises Ltd: Company No. 9706354, VAT Registration No. 535644633; and wholly owned by Gloucestershire Wildlife Trust.



Stonehouse Town Council  
Town Hall  
High Street  
Stone Houses  
Stroud  
GL10 2NG

EP2018019P

3<sup>rd</sup> June 2024

**Re: Quotation for Reptile Translocation at Former Ship Inn Site**

Dear Carlos

Thank you for inviting Wild Service to provide a quotation for the proposed works.

Following results of the reptile presence/absence survey at the above site confirming presence of grass snakes and slow-worms, we have provided a quote for Wild Service to undertake a dedicated reptile translocation survey to safely move the grass snakes/slow-worms into an appropriate receptor site.

As you are aware the site has reptile mats in place which act as refugia for reptiles.

Any reptiles found under the refugia would be translocated by an ecologist to the retained habitat on site. Translocation operations should be undertaken between April to October before any frosts. The quote provided costs for up to 30 translocation visits within the site (depending on how many reptiles found but this number of visits should suffice for a small population). We need to keep translocating reptiles until there are five clear days of no reptiles before we can assume that the site is reptile free, please note this could be up to 60 visits as per the Amphibian and Reptile Group UK guidelines for reptile translocation; however, we have budgeted on only needing 30 visits to ensure the site is reptile free.

Prior to translocation, the existing reptile fencing at the site will need to be repaired to ensure that reptiles cannot gain entry back onto the sites and thereby avoid the risk of injuring/killing any reptiles. We have provided costs for supervision of reptile repairs works if our presence is required for any larger repairs which involved earth works i.e. re-positioning of existing fencing. We assume this will be done by a qualified contractor under our guidance.

We would be able to carry out the supervision of the fence installation from mid June 2024.

We look forward to receiving your further written instructions/purchase order number in due course.

Should you have any queries about the quote please let me know.

Yours sincerely,

Becca Brown BSc (Hons) ACIEEM  
Senior Ecologist

## Quotation

Description	Cost
Reptile mitigation strategy and Reptile translocation survey (up to 30 site visits, travel expenses and electronic reports)	Up to £5,985.00
VAT	£1,197.00
<b>Total</b>	<b>£7,182.00</b>
Hourly rate for fence installation supervision	£60 per hour including travel time, plus mileage @45p/mile and VAT

## Assumptions

These costs are based on the following assumptions:

- Quote is valid for a period of 3 months from date of issue;
- All electronic maps/site plans to be provided by the client;
- All access to be arranged by the client;
- Final survey dates may be subject to change dependant on weather conditions; and
- This quotation is subject to the Terms and Conditions outlined below.

\*Should a hard copy of the report be required, we will charge £250 plus VAT for producing and sending the report.

N.B. We reserve the right to charge for any form of communication/negotiation/liaison/pre or post survey meeting with the client, local planning authority and/or statutory Government Agency such as Natural England, which may incur additional fees based on £60.00 per hour plus V.A.T. and where appropriate travelling expenses of 45p per mile plus V.A.T.



DATED 3<sup>rd</sup> June 2024

**Gloucestershire Wildlife Enterprises Limited  
(t/a Wild Service)**

**and**

**Stonehouse Town Council**



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**GWE STANDARD  
TERMS AND CONDITIONS**

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## **CONDITIONS OF SALE**

In these Conditions of Sale Gloucestershire Wildlife Trust and Gloucestershire Wildlife Enterprises Limited (trading as Wild Service) are each and severally referred to as "The Supplier."

All services and materials supplied or work carried out by the Supplier will be on the following Conditions. In case of conflict or variance with the terms of the Buyer's enquiry or order, these Conditions shall prevail unless otherwise agreed by the Supplier, in writing.

### **1. Contract Limits**

The Contract comprises only the services and materials specified in the Supplier's quotation or which subsequently the Supplier agrees in writing to supply. The contract price may be increased to cover any additional expense incurred resulting from any suspension, delay or alteration (including lack of instructions) caused by the Buyer.

Any Order placed by the Buyer will not constitute a Contract until accepted by the Supplier in writing.

The Supplier may terminate any contract where the Buyer has withheld information relating to the said project that has a material impact on the ability of the Supplier to undertake the services in line with all recognised industry best practice standards/guidelines and/or legislation. The Supplier may also terminate the contract where the Buyer disregards advice and information proffered (written or verbal) which by doing so will have a significant negative impact on habitats and/or protected species present.

### **2. Times**

Unless specifically guaranteed, delivery or completion times are estimates only. They are given for the guidance of the Buyer and where site work is included, they are based upon assumed site circumstances and conditions. They are neither binding nor a matter of contract.

The delivery or contract programme shall be extended by a reasonable period if the performance of the Supplier's obligations is delayed by any cause which cannot be foreseen or if foreseeable is unavoidable and is beyond the Supplier's reasonable control whether existing at the date of contract or arising thereafter.

### **3. Sub-Contracting**

The Supplier may at his discretion sub-contract the whole or any part of the work but this shall not relieve the Supplier of any of his obligations under the contract.

#### 4. Designs & Information

All designs, drawings, plans, reports and other information supplied in connection with the Supplier's quotation or any contract arising therefrom are copyright and remain the property of the Supplier. They are provided in strict confidence and may not be loaned, copied or communicated to any third party, either in whole or in part without the permission of Wild Service.

#### 5. Biological Records

All biological records whether fauna or flora will be forwarded to the relevant County biological records centre within a period of 12 months post completion of the contract.

#### 6. Warranty

The Supplier undertakes to make good by repair or, at the Supplier's option, by replacement, any part of the materials supplied or work undertaken which, under proper use, care and maintenance becomes defective solely as a result of defective materials, workmanship or design (except a design furnished by the Buyer) within twelve calendar months of delivery or completion.

#### 7. Liabilities

The Supplier's liability to the Buyer in respect of any claim shall not exceed our insurers' liability under our Professional Indemnity insurance in force at the time (currently £5,000,000.00 per claim) when the circumstances in relation to the claim are notified to the insurers.

The limitations on the Suppliers liability shall not apply to any claim to the extent that it relates to:

- (a) liability for death or personal injury caused by the negligence of the Supplier;
- (b) any liability for fraud; or
- (c) any liability for reckless disregard of the Supplier's professional obligations.

By instructing the Supplier it is agreed that no claim shall be brought personally against any current or former consultant, employee, agent or member, of the Supplier.

By instructing the Supplier it is agreed that you will not seek to recover from the Supplier in respect of any claim a sum in respect of loss of profits or indirect or consequential loss however such loss of profits or indirect or consequential loss was caused, including by negligence of the Supplier which, when aggregated with any sum sought to be recovered from the Supplier in respect of direct loss, is greater than the minimum level of cover per claim at the time when the circumstances in relation to the relevant claim are notified to our professional indemnity insurers.



## 8. Payment

All prices quoted are exclusive of tax. Where the Supplier has an obligation under the contract to provide a written report, unless agreed in advance full payment of outstanding fees will be required prior to the issue of any such report. In all other cases payment in full shall be due within 30 days of date of invoice, or as otherwise agreed or, if not so specified, when all services have been supplied or work completed.

In the event of the Buyer cancelling the Contract at any point in advance of the commencement of work, a **Cancellation fee of 30% of the total value of the contract plus V.A.T** will be levied. Where some work had been completed at the time of cancellation, the Buyer will be charged the sum at quoted rates of the work already done, or 30% of the total contract value, whichever is the greater.

## 9. Unacceptable Behaviour

The Supplier reserves the right to terminate a contract should the client behave in an unacceptable manner towards any member of its staff or any person acting on its behalf. Unacceptable behaviour includes harassment (either verbal or physical) and attempted bribery. On termination of any contract we reserve the right to retain in its entirety any deposit paid.

## 10. Law

Any contract between the Supplier and the Buyer shall be subject in all respects to English law and the jurisdiction of the English courts



To Members of the Town Council

You are hereby summoned to attend an Extraordinary Town Council Meeting to be held on Tuesday 13<sup>th</sup> August '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  
6<sup>th</sup> August '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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|--------|---|
| TC3288 | To receive apologies  |
| TC3289 | To receive declarations of interest   |
| TC3290 | To approve the minutes of the Town Council meeting of 29 <sup>th</sup> July 2024  |
| TC3291 | To approve the latest payment list  |
| TC3292 | To approve the transfer of a further £10,000 from the Council's General Reserves to the Ship Inn site Earmarked Reserve |
| TC3293 | To approve the award of a contract to translocate reptiles and other wildlife on the Ship Inn site                      |
| TC3294 | To note the council's next town full town council meeting on 23 <sup>rd</sup> Sept 2024                                 |





**STONEHOUSE  
TOWN COUNCIL**

**Minutes of a meeting of the Town Council  
held on Monday 22<sup>nd</sup> July 2024, 7pm  
at the Town Hall**

**Present:**

Councillors: Councillors: John Callinan, Marcus Dixon, Neil Gibbs (Chair of Council), Carol Kambites, Madelaine Maraboli-Roman, Gary Powell, Val Randell, Keith Terry and Theresa Watt (Vice Chair of Council).

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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A member of the public thanked the council for its work in instigating the 'Safe Space' initiative in Stonehouse commenting that this was of real value to her and her family. She also mentioned the fact that following her comments at a previous meeting in relation to the clearance of weeds in Meadow road estate and a subsequent meeting with the highways manager, little or no action has been evident on the ground. Although town councillors had followed the matter up with GCC Highways, the Clerk was asked to have further discussions with the agency in light of the continued danger to the more vulnerable elderly section of the community from tripping and injuring themselves.

Councillor Carol Kambites arrived at the meeting at 7.05pm

A second member of the public mentioned that the public toilets were all locked last Saturday at 1pm including the disabled cubicle. Councillors were unsure as to why this would be the case but asked the Clerk to follow this matter up.

A third member of the public asked the council if they would consider clearing hedge cuttings from clearance works undertaken around the primary school. The clerk suggested this would be possible depending on the amount of waste generated. The member of the public commented that all footpaths should be considered for clearance works.

Cllr Gary Powell asked if in future annual reports, the council's contribution to SIB's work be detailed separately.



- TC3273 To receive apologies**  
Apologies were received from Cllrs Simon MacGregor and Debbie Curtis
- TC3274 To receive declarations of interest**  
There were no declarations of interest
- TC3275 To approve the minutes of the Town Council meeting of 17<sup>th</sup> June 2024**  
Subject to the inclusion that Cllr Marcus Dixon stated that the council should be reimbursed for the Code of Conduct training recently delivered by GAPTC, Council **APPROVED** the minutes as a true and accurate record of the meeting
- TC3276 To receive reports from Chair of Town Council and town councillors**  
Cllr Gary Powell highlighted the In Bloom judging last week and this week.  
Cllr Theresa Watt attended GAPTC training
- TC3277 To receive and request reports from County and District Councillors**  
Despite advising County Councillor Nick Housden of each meeting, the town council continues to not receive updates or representation of any kind.  
Cllr Carol Kambites was thanked for written report (in supporting papers); she also advised of a local noise complaint from a nearby factory that was being investigated by SDC's Environmental Health team  
Cllr John Callinan has joined SDC's Auditing Committee. Cllr John Parker is a member of SDC's Environment Committee and is a member of the Stroud Valleys Canal Company
- Cllr Madelaine Maraboli - Roman arrived at the meeting at 7.20pm
- TC3278 To receive RFO's budget report and bank reconciliation for June '24**  
Council **NOTED** the Bank Reconciliation for June 2024 with a closing balance of £156,579.25.  
The budget report was presented by the Clerk - A query was raised in relation to the spend on the 'Professional Fees' budget line. The Clerk thought this was in relation to the £10,000 payment to Great Oldbury Parish (this was later found to be incorrect in that the council's annual insurance had been miscoded - this has since been corrected).  
Council **NOTED** the budget position with total expenditure of £146,445.01, total income of £196,539.33 and a reserve expenditure of £3,344.46.
- TC3279 To approve the latest payment list**  
A query was raised in relation to mobile phone payments. It was explained that payments related to the use of staff mobiles.  
Council **APPROVED** the payments list totalling £51,836.61



- TC3280** To resolve to suspend section 5.2 of the council's Financial Regulations during August 2024 to allow the processing of supplier payments  
Council **RESOLVED** to suspend section 5.2 of the Financial Regulations during August 2024 with respect to supplier payments.
- TC3281** To retrospectively approve the latest funding commitment to support repairs to the reptile fencing at the Ship Inn site  
Council appreciated the necessity to progress with this work immediately.  
Council **RETROSPECTIVELY APPROVED** the award of this work to JPR Environmental at a total cost of £2,567 plus vat, plus an additional cost of an attending Ecologist at approx. £600.
- TC3282** To receive the draft minutes of Business Committee meeting of 8<sup>th</sup> July '24 and to approve the following recommendations:  
Council **RECEIVED** the draft minutes  
**B/723** The revised Scale of Charges 2024  
It was suggested the date from which the revised policy should start needs to be changed to the meeting date. The Clerk highlighted the fact that the revised scale of charges would encourage greater use of the playing fields by small businesses that would encourage residents to take part in fitness and other activities.  
Council **APPROVED** the revised Scale of Charges applicable from 29<sup>th</sup> July '24  
**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.  
The Clerk brought Members up to date with the latest discussions with Stonehouse Town Football Club and highlighted the club's voluntary, phased contributions towards the overall cost of works.  
The work would not include connecting up the proposed toilets at the workshop but would provide a point at which the connection could be made. It was mooted that perhaps the football club should contribute more towards the cost of the works as it benefited them more than the council. It was explained that the costs were proportionate to the works being undertaken.  
Council **APPROVED** the award of the sewer pipe installation contract to Cambrain Engineering at a total cost of £75,810.68 plus £260 admin costs for STW subject to Stonehouse Town Football Club contributing £7,500 total in a phased basis with £1,500 paid immediately on awarding the contract and 24 monthly payments of £250 per month.



**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.  
Council APPROVED the recommendation
- B. The proposal 'To make the post of Project Officer permanent, at the current level of remuneration'  
Council APPROVED the recommendation

**TC3283      To receive the draft minutes of Environment Committee meeting of 1<sup>st</sup> July '24**

Council RECEIVED the draft minutes. Whilst not presented for discussion, Cllr John Callinan stated that the draft minutes suggested that the names of non councillor members of the council's working groups should not be publicised. He suggested that this should be a matter for the policy group to consider and bring back to council.

**TC3284      To approve the Town Council's response to objections raised in connection with the council's Town Green Application**

Praise was given to those individuals who had drafted the response to objections raised in relation to the town green application. Those involved were keen to ensure that the rebuttal should be factual and evidence based. It was felt that whilst the town council had initially asked GCC for more time to respond, the council should do all it can to respond as promptly and as fully as possible. It was noted that there were minor amendments still to make and so an 'in principle' agreement was sought from council for the proposed response to be sent to GCC within the next week.

Council RESOLVED to approve the rebuttal (response) presented for consideration subject to the changes made to the document being approved by the Chair and Vice Chair of Council.

**TC3285      To consider a health issue to dogs raised by dog walkers using Laburnum playing field**

The Clerk said that he had brought this matter to council on the basis that promises were made by dog walkers that written complaints would be presented to the council and that there would be a presence at the meeting to answer questions. It was disappointing to note that neither had been provided; the Clerk apologised to Council.

However discussion on the matter progressed with a view taken that whilst the council would not wish to cause harm to dogs, it has a duty to improve and protect the biodiversity within the council's land holdings in addition to providing a balance within its maintenance regime to ensure that all park users are accommodated; on the basis that dogs everywhere come across and play in long grass, Council felt that if dog



walkers were greatly concerned about the issue, they would either exercise more control over their dogs or walk there dogs elsewhere

**TC3286**      **Date of next meeting - Monday 23<sup>rd</sup> September 2024**  
Council **NOTED** the date of the next meeting

Council voted in favour of excluding members of the public in light of the legal sensitivities around the issue.

***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**

The PROW working group had every hope that the town council's Town Green application, with its evidence and high levels of support within the community, would be granted by the Commons Registration Authority (CRA). However, in the event the application goes to Inquiry, the town council will wish to seek a legal assessment in terms of establishing the likely hood of success in the first instance. It is for this reason that an initial Barrister's (Counsel's) view would be helpful.

Council **APPROVED** the use of up to £2,000 of the earmarked reserve for legal advice in the event that the CRA refers the application to Inquiry; this is subject to agreement with the Chair and Vice Chair of Council.

# 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
3889		£135.30	1180/4	31/07/24	All Done and Dusted - July 2024 - Pod cleaning	2006
		<b>£135.30</b>			All Done and Dusted - Total	
3878		£297.60	1150/5	29/07/24	Allstone Speedy Skips - Builders skip for municipal waste	149200
		<b>£297.60</b>			Allstone Speedy Skips - Total	
3895		£30.00	1090/1	06/08/24	Delta Nine Ltd - Paper - Paid by Debit Card	DELTA NINE 060824
		<b>£30.00</b>			Delta Nine Ltd - Total	
3887		£8.74	1150/4	02/08/24	G R Fasteners - Discs, nuts & bolts	860902
		<b>£8.74</b>			G R Fasteners - Total	
3882		£42.40	1090/2	30/07/24	Gary Wetson - Travel expenses - Laptop pickups from Tetbury - Mobile phone use	
		<b>£42.40</b>			Gary Wetson - Total	
3888		£180.00	1140/5	02/08/24	Hogg and Smith - Pavilion - New toilet valve & repair leak	2652
		<b>£180.00</b>			Hogg and Smith - Total	
3883		£359.80	1040/1	01/08/24	Jireh Solutions Ltd - August 2024 - Contract & Remote support	30343
3886		£67.50	1040/1	31/07/24	Jireh Solutions Ltd - Billable hrs re spam email and re-configure of 2 x laptops	30269
		<b>£427.30</b>			Jireh Solutions Ltd - Total	
3880		£92.48	1160/3	30/07/24	John Stayte Services Ltd - July 2024 - Fuel - Diesel	
3890		£15.07	1160/3	30/07/24	John Stayte Services Ltd - July 2024 - Super Unleaded	9002341
		<b>£107.55</b>			John Stayte Services Ltd - Total	
3885		£44.32	1150/3	31/07/24	Kellaway Building Supplies Ltd - Hammerite paint and paint brushes for goal posts, OEL	2803601
		<b>£44.32</b>			Kellaway Building Supplies Ltd - Total	
3884		£81.18	1040/5	30/07/24	Prolific Solutions (South West) Ltd - July 2024 - Printer TH	10787
		<b>£81.18</b>			Prolific Solutions (South West) Ltd - Total	
3879		£78.00	1090/2	29/07/24	Stroud Alarms - Call out to CCTV system, pass footage to police	59209
		<b>£78.00</b>			Stroud Alarms - 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 Reference	Gross	Heading	Invoice date	Details	Invoice
3881		£101.04	1140/2	30/07/24	WaterPlus - July 2024 - Water - Pavilion	6425108
		<b>£101.04</b>			WaterPlus - Total	
3891		£82.03	1180/3	01/08/24	YU Energy - July 2024 - Electricity - POD - D/D	1859178
3892		£212.78	1070/3	01/08/24	YU Energy - July 2024 - Electricity - TH - D/D	1859177
3893		£80.46	1070/4	03/08/24	YU Energy - July 2024 - Gas - TH - D/D	1896289
3897		£74.02	1070/3	01/08/24	YU Energy - July 2024 - Electricity - Library - D/D	1859176
		<b>£449.29</b>			YU Energy - Total	
<b>Total</b>		<b>£1,982.72</b>				

Signature

Date

Signature

# Reserve Status

	01/04/24	05/08/24
General Reserve (Contingency)	£124,974.61	£114,974.61
Replacement Recreation Land	£53,056.00	£53,056.00
Asset Renewal Reserve	£22,000.00	£19,161.13
Elections	£10,000.00	£10,000.00
Community Facilities	£399,475.00	£399,475.00
Street Furniture	£5,000.00	£5,000.00
Oldends Lane Seage Development	£70,000.00	£70,000.00
Replacement vehicle	£3,522.00	£3,522.00
Mowers & Equipment	£17,657.50	£17,657.50
Neighbourhood Plan Review	£13,000.00	£13,000.00
Stroud DC Tourism Grants 2019	£651.27	£651.27
Stroud District Council Market Towns Initiative Funding	£43,325.00	£43,325.00
GWR Cycle Shelter	£0.00	£0.00
Community Infrastructure Levy CIL	£8,592.16	£8,592.16
Bus shelter replacement & repairs	£16,000.00	£16,000.00
Meadow Road Play area refurbishment	£16,000.00	£16,000.00
Stagholt Brook Repairs	£0.00	£0.00
Underwrite Rev Budget		
Underwrite Rev Budget	£20,000.00	£20,000.00
Laburnum Recreation Field		
Laburnum Recreation Field Trees and Wildflower seeds Memorial Fund	£1,608.34	£1,608.34
GCC Build Back Better Fund		
GCC Build Back Better Fund	£1,250.00	£1,250.00
Welcome Back Funding		
Welcome Back Funding	£1,115.00	£1,115.00
Stagholt		
Stagholt	£43,417.20	£43,042.20
Court View		
Court View	£30,000.00	£30,000.00
Major Projects Support		
Major Projects Support	£0.00	£0.00
Tourism Market Towns		
Tourism Market Towns	£1,010.00	£1,010.00
Railway station		
Stroudwater Railway station	£10,000.00	£10,000.00
Homestart Grant	£10,000.00	£10,000.00
Support Stonehouse	£5,000.00	£5,000.00
In Bloom Planting display	£7,322.02	£7,322.02
Canal Spring Festival	£2,000.00	£2,000.00
Youth Support	£0.00	£0.00
Kings Coronation	£0.00	£0.00
Ship Inn Site	£10,000.00	£9,869.41

£8502 + VAT  
COMMITTED  
TO DATE



Climate change	£4,000.00	£4,000.00
Christmas Lighting	£3,000.00	£3,000.00
Cotswold Canal Trust Grant	£0.00	£0.00
	£952,976.10	£939,631.64
	£952,976.10	£939,631.64