



## STONEHOUSE TOWN COUNCIL

To Members of the Town Council

You are hereby summoned to attend a Town Council Meeting to be held on Monday 17<sup>th</sup> March 2025 at 7.00pm at the Town Hall, 1 Queens Road, Stonehouse

**Council Members:**

Councillors: John Callinan, Keren Capeling, Keith Creighton, Debbie Curtis, Marcus Dixon, Stephen Hunter, Carol Kambites, Simon MacGregor, Neil Gibbs, Val Randell, Keith Terry and Theresa Watt

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

Carlos Novoth  
Town Clerk  
Tuesday 12<sup>th</sup> March '25

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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**

- |        |                                                                                                                                |
|--------|--------------------------------------------------------------------------------------------------------------------------------|
| TC3390 | To receive apologies                                                                                                           |
| TC3391 | To receive declarations of interest                                                                                            |
| TC3392 | To approve the minutes of the Town Council meeting of 17 <sup>th</sup> February '25                                            |
| TC3393 | To receive reports from Chair of Town Council and town councillors                                                             |
| TC3394 | To receive an update on the recent by-elections for the North and Central Stonehouse wards                                     |
| TC3395 | To highlight the impending county council elections for Gloucestershire and to draw attention to the Pre election requirements |
| TC3396 | To receive reports from County and District Councillors                                                                        |
| TC3397 | To receive RFO's budget report and bank reconciliation February '25                                                            |
| TC3398 | To approve the latest payment lists                                                                                            |

- TC3399 To approve an application for grant funding towards the community's Walking Festival
- TC3400 To approve the extension to the council's licensing arrangement with Stroud Council for the Ship Inn site
- TC3401 To approve sponsorship for the Park Federation Easter Bunny Trail '25
- TC3402 To receive the draft minutes of Business Committee meeting of 3<sup>rd</sup> March '25 and approve the following recommendations:

B/827 To approve the following recommendations in relation to the council's Financial Regulations

**RECOMMENDATIONS:**

1. Para 2.6 - Delete the paragraph
2. Para 7.3 - Change current practice to reflect the FRs
3. Para 7.11 - Implement information checks as required
4. Para 9.1 - Officers to strictly following FR requirements
5. Observation - Observation noted - no action necessary

B/828 To approve the list of organisations and individuals to be paid through either Standing Order or Variable Direct Debit in the 2025/26 financial year

B/829 To approve the updated Environmental Policy

B/830 To approve the council's new Biodiversity Policy

- TC3403 To receive the draft minutes of Environment Committee meeting of 24<sup>th</sup> February '25.
- TC3404 To provide a response to Gloucestershire's second round consultation on the Local Development Guide
- TC3405 To note the date of the next town council meeting Monday 14<sup>th</sup> April '25

*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.*

- TC3406 To receive an update on the HR Sub Committee business and approve its recommendations





**Minutes of a meeting of the Town Council  
held Monday 17<sup>th</sup> February 2025 at the Town Hall**

**Present:**

Councillors: Councillors: John Callinan, Keren Capeling, Marcus Dixon, Neil Gibbs (Chair of Council), Stephen Hunter, Carol Kambites, Simon MacGregor, Val Randell, Keith Terry and Theresa Watt (vice Chair of Council)

In Attendance: Carlos Novoth - Town Clerk

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

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- TC3378 To receive apologies**  
Apologies were received from Cllrs Debbie Curtis, Keith Creighton
- TC3379 To receive declarations of interest**  
There were no declarations of interest
- TC3380 To approve the minutes of the Town Council meeting of 20<sup>th</sup> Jan '25**  
Council APPROVED the minutes as a true and accurate record of the meeting
- TC3381 To receive reports from Chair of Town Council and town councillors**  
The Chair referred to a meeting at the Allotments to discuss planting fruit trees.  
Cllr Carol Kambites attended a community energy meeting with the Stroud Area Community Energy Network (SACEN) about available support for installing solar panels on community buildings - Stonehouse Community Association to be approached on this.
- TC3382 To receive an update on the call for election for the town council's two Councillor vacancies**  
Council NOTED the call for Election for the two vacancies. Adverts had been displayed on the council notice board, website and social media accounts
- TC3383 To receive reports from County and District Councillors**  
Ward Cllr Carol Kambites provided Cllrs with an update report; this has been included in support papers. Cllr Kambites has also provided a more recent update which has been sent directly to Town Councillors. There





was discussion on the issue of unitary status for Gloucestershire and the fact that the Glos authorities were meeting up regularly to reach a decision on the preferred way forward by the 21<sup>st</sup> March 2025. Cllrs felt that it was disappointing that Government had not allowed time for an appropriate level of public consultation.

Cllr John Callinan drew attention to the fact that he was trying to help council tenants deal with severe damp problems in their homes. He felt that with the latest round of funding secured by Stroud District Council, they would be able to deal with the damp issues.

- TC3384 To receive RFO's budget report and bank reconciliation for Jan '25**  
Council NOTED the latest budget report detailing 'Actual Net' Expenditure of £470,666.42; 'Actual Net' Income of £443,641.75 and Reserve movements totalling £92,815.53.  
Council also NOTED the bank reconciliation for January '25 with a closing balance of £74,828.43  
A concern was reiterated about potential budget underspends and that this should be a focus when determining the council's future Precepts.
- TC3385 To approve the latest payment lists**  
Council APPROVED BACS payments totalling £8265.29  
Council RETROSPECTIVELY APPROVED Debit Card payments totalling £131.99  
Council also NOTED expenditure reports showing Direct Debit payments totalling £5,994.30 and Standing Order payments totalling £11,878.58. Officers explained that there is currently an issue with regards the authorisation status given by Lloyds bank to the Deputy Clerk who has recently taken over the inputting of standing order (S/O) payments: whereas adjustments to S/Os were directed to council signatories for approval within the online banking system, the Deputy Clerk has been allowed to sign off changes herself. The matter has been raised once again with Lloyds. In the meantime, it was agreed that officers will revert to the original process when updating the bank in order to secure the integrity of the payment authorisation process.
- TC3386 To receive the draft minutes of Business Committee meeting of 3<sup>rd</sup> February'25 and approve the following recommendation:**  
Council RECEIVED the draft minutes at the meeting
- **To approve the award of the three year contract to 'The Door' at a cost of £66,150 per year (plus inflation in years two and three); the contract price equates to Core costs of £45,750 and Provisional costs of £20,400**  
Council APPROVED the award of the Youth Service Contract to 'The Door' for the annual contract sum of Core costs and provisional costs totalling £66,150 plus inflation for years two and three; as recommended by Business Committee
  - **To approve the disposal of the listed equipment**



Council **APPROVED** the disposal of the equipment as recommended by Business Committee and detailed in support papers. It was agreed that once the hard drives were cleared, all equipment would be offered to 'Share and repair' for reuse or sale

- **To approve the latest Reserves allocation**  
Council **APPROVED** the latest Reserves allocation as recommended by Business Committee
- **To approve the latest FOI Publication Scheme**  
A query was raised in relation to the availability of personal information - it was agreed that this was covered by GDPR  
Council **APPROVED** the latest FOI Publication Scheme as recommended by Business Committee
- **To approve the latest Transparency Code**  
Council **APPROVED** the latest version of the Transparency code as recommended by Business Committee
- **To approve the purchase of workshop related equipment totalling £1,791.98 plus vat, using the council's 'Mowers and Equipment' earmarked reserve.**  
Council **APPROVED** the purchase of workshop related equipment as recommended by Business Committee and detailed in support papers
- **To approve the award of the fencing contract to protect the new sewerage pipe control unit to TEK Fencing for the total cost of £2,555 plus vat - to be funded from Earmarked reserves 'Oldends Lane Sewage Development'**  
Council **APPROVED** the award of the fencing contract to 'TEK Fencing' for the total cost of £2,555 plus vat as recommended by Business Committee
- **To approve the placement of an order for an annual remote monitoring and maintenance contract with TT Pumps, the pump supplier at a first year cost of £700 plus vat and 2<sup>nd</sup> and subsequent annual costs of £930 plus vat. Costs to be accommodated within the revenue budget.**

Council **APPROVED** the award of an annual servicing agreement and remote monitoring agreement with 'TT Pumps' (the pump supplier) at a total cost of £930 plus vat for years two and each successive year in line with inflation and £700 for remote monitoring in year one; as recommended by Business Committee

**Business Committee HR related recommendations to be discussed and voted on under agenda item TC3389 below**





**TC3387** To receive the draft minutes of Environment Committee meeting of 27<sup>th</sup> January '25.  
Council **RECIEVED** the draft minutes at the meeting

**TC3388** To note the date of the next town council meeting 17<sup>th</sup> March '25  
Council **NOTED** the date of the next town council 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.*

The Chair called for a vote to exclude members of the public from the meeting whilst agenda item TC3389 was discussed. Councillors voted to exclude the public from the meeting by virtue of the sensitive nature of the item to be discussed

**TC3389** To receive an update on the HR Sub Committee business and approve recommendation in relation to the Business Support Officer role  
The Chair of HR Sub Committee provided council with an update on the issues discussed at Committee two of which were approved by Business Committee relating to a reduction in the project officer's hours and the application of the temporary business Officer's salary level which is commensurate with the post. There was concern that there was an increasing need for more project officer time; HR Sub Committee was asked to look at this issue. Council was also advised that the current Senior Town Maintenance Officer had recently handed in his notice - the reason/s for this was explained. The Chair stated that it seemed likely that the current Town Maintenance Officer would be willing to fill the Senior position if offered to him. Owing to the fact that maintenance staff are nearing a busy period of the year (onset of grass cutting) Cllr Kambites asked for Council to give HR Sub Committee delegated authority to backfill the soon to be vacant position with the proviso that should the incumbent officer fill the senior position, HR Sub Committee will continue to backfill the junior post.

Council **RESOLVED** to provide HR Sub Committee with delegated authority to backfill either just the Senior Town Maintenance Officer's post or both the Senior and junior posts.

There were two sets of recommendations related to the Business Support Officer's post that would normally have been directed to Business Committee prior to being brought to full council. It was felt however time was of the essence in securing changes - the recommended changes have been discussed with relevant staff members:

**Recommendation 1:**





- a. To approve a change to the substantive postholder's employment from 5 days to 2 days per week (Mondays and Fridays) with effect from her official return date.  
The postholder's return date is scheduled to be between mid and late May 2025  
Council **APPROVED** HR Sub Committee's recommendation
- b. To recommend for council approval, the award of 9 bank holidays to the substantive postholder, accrued during the period of her combined maternity leave, annual leave and Neo Natal leave entitlement  
Council **APPROVED** HR Sub Committee's recommendation

#### Recommendation 2:

- a) To approve making the temporary postholder's part time position within the Council permanent on the following basis:
  - I. From 1<sup>st</sup> April '25, on a 4 day working week including Tuesdays, Wednesdays, Thursdays and Fridays (Total 30 hours per week)  
Council **APPROVED** HR Sub Committee's recommendation
  - II. From 1<sup>st</sup> June '25, on a 3 day working week including Tuesdays, Wednesdays and Thursdays (Total 22.5 hours per week)  
Council **APPROVED** HR Sub Committee's recommendation

Councillors were grateful for the opportunity to support staff in this way recognising the need to be flexible in creating a work life balance.



## **SDC Councillor report – March 2025**

### **Council meetings**

Link to meeting agenda and documents in the committee title.

#### **Housing Committee - 4th February**

- Resolved to adopt the following new and updated policies:
  - Leasehold Management Policy
  - A revised Housing Services Anti-Social Behaviour Policy
  - Tenancy & Estate Management Policy
  - Repairs and Planned Maintenance Policy.
- Recommended the Draft Council Plan and the accompanying Delivery Plan for approval by Strategy & Resources Committee and then adoption by Council.

Video recording

#### **Strategy and Resources Committee - 6th February**

- Agreed the two funding allocations from Strategic Infrastructure Funding scheme for SDC Community Infrastructure Levy (CIL) funding:
  - Feasibility Study for a new Cam Doctors' Practice to receive £5,880
  - Feasibility Study for Cam Health Hub to receive £15,000.

A full list of projects funded under this allocation over the past five years can be found in the committee information sheet [here](#).

- Approved the annual update to the Council's Social Value Policy. This policy requires all appropriate contracts over £75k to include social value requirements. Of the 21 contracts which were let since April 2023, £3.4 m in social value has been delivered so far.  
Local supplier spend analysis (which covers suppliers with a 'GL' postcode) was almost half (47%) of all SDC contracts let in 2023/24, due to large capital projects in that year.
- Canal Project. Agreed to drawdown £1m from capital reserves which had already been allocated by Council to the canal project, to continue with the revised programme of work.



- Annual presentation of financial reports for 2025/26 including: Council Tax support, Council Tax premiums on second and empty homes, budget for General Fund and Housing Revenue Account, and the in-year budget monitoring report.
- Recommended the Draft Council Plan and the accompanying Delivery Plan for adoption by Council.
- Regeneration & Investment Board [report](#) covered the Canal Project, Local Growth Plan and Tricorn House.
- Gloucestershire City Region board meeting [report](#) covered the county's Local Skills Improvement Plan, the Growth Hub Network and Business Support Review, the Local Growth Plan, development of a Gloucestershire Strategic Plan, Business rates funding, SGS College Berkeley Campus training centre for low carbon renewable technologies, and the county's economic dashboard.

### **Full Council - 13th February**

- Annual Budget meeting which approved the treasury management, investment and associated strategies and policies.
- Fair Pay and Senior Pay Policy Statement. There is a ratio of 1:7.8 between lowest and highest pay bands (including apprentices) and a ratio of 1:5.5 between all the staff grades. Apprentices are paid the National Minimum Wage rate, which is higher than the national Apprentice wage rate.
- Updates to the SDC constitution relating to new contract and procurement rules.
- [New Council Plan 2025-2029](#) adopted with its five priorities.
  - Environment, Climate and Nature  
Making Stroud District net zero and nature friendly with communities that are well prepared for the impacts of the climate crisis.
  - Communities and Wellbeing

Work to reduce health inequalities and support our network of community hubs.

- Local Economy

Building a more sustainable and inclusive local economy meeting the needs of local communities.

- Housing (new priority)

Ensure that the quality and quantity of homes in our district is enhanced.

- Working for our Communities (new priority)

Improve Council services through fuller community engagement.

- Budget items for 2025/26 approved:

- Council Tax support – agreed to continue to provide up to a maximum of 100% support for those who are unable to pay.
- Council Tax premiums noted for second homes (535 properties in Stroud district) and empty homes (119 properties empty for more than 12 months) and mandatory exceptions adopted.
- General Fund Budget: Agreed a 2.99% increase in Council Tax for SDC services.
- Housing Revenue Account Budget: Agreed that social, affordable and garage rents to increase by 2.7%

See Press release: [Investment Confirmed for services across Stroud district](#). This includes:

- Additional funding to support the new Council Plan priorities includes:
- New play strategy for young people
- New high-definition CCTV to help tackle ASB
- Ongoing support for community hubs
- Audit of public facilities and toilet provision
- Investment in leisure services
- Enhance the council's flood prevention and resilience
- Contaminated land assessment and air quality improvement
- Replacement of some vehicles used for waste collection
- Investment in the bulky waste service
- Litter action plan, to include replacement of over 200 litter bins
- Investment of £14m. to build more than 100 new council homes
- Budget for purchasing additional council homes increased to £5m.
- New Economic Development and Tourism Strategy funding
- [Woodchester Mansion](#) funding bid support.

[Video recording](#)

### **Development Control 4<sup>th</sup> March**

Agreed reluctantly to support the officer recommendation to refuse an extension to Aston Down business park even though it was on brownfield land that had been zoned for industrial development, as it constituted a major development in the AONB.

## Other news

- Draft Local Plan – the draft Plan is still in the ‘Examination in Public’ process, but the Planning Inspectors have now ‘recommended’ to SDC that the draft Plan should be withdrawn.

The Inspectors’ concerns relate to the capacity of Junctions 12 and 14 of the M5, and transport infrastructure for a proposed settlement at Sharpness. The Council has written a very robust response to the inspectors, which is available on the council’s Local Plan Examination webpage. [Note: I have a copy if anyone wants to see it].

The Council’s Local Plan adopted in 2015 is still in place and used to determine planning applications, although we have to apply a ‘tilted balance’, making it very hard to refuse applications that are not in the AONB.

- Car park improvements in Berkeley (21 extra spaces to be added) and Stonehouse (EV charging installed and resurfacing)
- Garden waste collection service runs from February to November
- All 17 projects from the first round of the new Stroud district crowdfunding scheme (Stroud Funding) have reached their target! The second round of Stroud Funding is now open.
- Launch of the new SDC nature recovery project, focused on district council owned land. Opportunity to contact the SDC team about other potential nature recovery sites.

## Re-organisation Update

A special full council meeting has been called for 20<sup>th</sup> March to approve an agreed response from the Gloucestershire Councils to the Secretary of State. The proposed response states the options that the Councils are discussing and does not commit to any particular option. It is hoped that the meeting will provide a forum for Councillors to debate the issues as freely as possible and agree a set of principles on which to base decisions.

Carol Kambites, 12<sup>th</sup> March 2025



# Financial Budget Comparison

Comparison between 01/04/24 and 11/03/25 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
<b>INCOME</b>					
<b>Town Business Committee</b>					
100	£383,870.25	£0.00	£383,870.00	-£0.25	0.00%
105	£100.00	£0.00	£0.00	-£100.00	-100.00%
120	£800.00	£0.00	£787.74	-£12.26	-1.53%
125	£600.00	£0.00	£0.00	-£600.00	-100.00%
126	£200.00	£0.00	£200.00	£0.00	0.00%
127	£1,500.00	£0.00	£2,000.37	£500.37	33.36%
130	£0.00	£0.00	£0.00	£0.00	0.00%
135	£1,000.00	£0.00	£5,998.12	£4,998.12	499.81%
140	£637.00	£0.00	£637.00	£0.00	0.00%
145	£3,150.00	£0.00	£2,625.00	-£525.00	-16.67%
150	£500.00	£0.00	£500.00	£0.00	0.00%
155	£2,000.00	£0.00	£2,815.00	£815.00	40.75%
160	£500.00	£0.00	£17,968.99	£17,468.99	3493.80%
170	£0.00	£0.00	£0.00	£0.00	0.00%
171	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
172	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
173	£1,000.00	£0.00	£5.79	-£994.21	-99.42%
174	£1,000.00	£0.00	£2,602.40	£1,602.40	160.24%
175	£3,400.00	£0.00	£2,707.42	-£692.58	-20.37%
176	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%
177	£1,000.00	£0.00	£0.00	-£1,000.00	-100.00%



# Financial Budget Comparison

Comparison between 01/04/24 and 11/03/25 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	£21,651.65	£11,651.65	116.52%
<b>Total Town Business Committee</b>	£414,257.25	£0.00	£444,369.48	£30,112.23	7.27%
<b>Town Environment Committee</b>					
200 Stonehouse in Bloom	£0.00	£0.00	£0.00	£0.00	0.00%
205 Event Income/Donations	£1,200.00	£0.00	£1,240.00	£40.00	3.33%
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%
<b>Total Town Environment Committee</b>	£1,200.00	£0.00	£1,240.00	£40.00	3.33%
<b>Total Income</b>	£415,457.25	£0.00	£445,609.48	£30,152.23	7.26%

## EXPENDITURE

<b>Town Business Committee</b>					
1000 Salaries	£205,000.00	£0.00	£197,429.30	£7,570.70	-3.69%
1010 Training & Recruitment	£4,000.00	£0.00	£1,394.63	£2,605.37	-65.13%
1020 Health & Safety	£2,500.00	£0.00	£729.62	£1,770.38	-70.82%
1030 Professional Fees	£8,000.00	£375.00	£4,442.76	£3,932.24	-49.15%
1040 IT support	£9,550.00	£0.00	£9,190.03	£359.97	-3.77%
1050 Office Equipment Renewals	£500.00	£2,838.87	£3,307.86	£31.01	-6.20%
1060 Grants	£17,400.00	£10,000.00	£20,547.00	£6,853.00	-39.39%
1070 Town Hall/Library Shared Costs	£13,700.00	£0.00	£10,416.04	£3,283.96	-23.97%
1080 Town Hall/Library STC costs	£2,700.00	£0.00	£1,829.77	£870.23	-32.23%
1090 Admin Expenses	£5,250.00	£0.00	£4,610.11	£639.89	-12.19%
1100 Mayor's Charity & Expenses	£300.00	£0.00	£55.25	£244.75	-81.58%
1110 Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%





# Financial Budget Comparison

Comparison between 01/04/24 and 11/03/25 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	£2,208.41	£0.00	0.00%
1130	Civic/Remembrance Parades	£180.00	£0.00	£180.00	-100.00%
1140	Pavilion Overheads	£12,900.00	£9,318.69	£3,581.31	-27.76%
1150	Workshop Overheads	£3,800.00	£2,948.19	£851.81	-22.42%
1160	Equipment & Vehicle Costs	£3,800.00	£2,331.58	£1,468.42	-38.64%
1170	Youth Centre Workers	£61,000.00	£55,745.00	£5,255.00	-8.61%
1180	Youth Centre Overheads	£10,400.00	£5,757.45	£4,642.55	-44.64%
1200	Subscriptions	£3,500.00	£4,322.84	£822.84	23.51%
1210	Insurances	£7,000.00	£8,333.89	£1,333.89	19.06%
1220	Project Planning & Delivery	£0.00	£116,139.96	£450.00	100.00%
1230	Climate Change	£5,000.00	£4,690.00	£310.00	-6.20%
<b>Total Town Business Committee</b>		£376,880.00	£465,748.38	£42,243.86	-11.21%
<b>Town Environment Committee</b>					
1190	Amenity Areas	£46,800.00	£37,994.41	£8,805.59	-18.82%
2000	Christmas Lights	£2,000.00	£0.00	£2,000.00	-100.00%
2005	Climate Change	£0.00	£0.00	£0.00	0.00%
2010	In Bloom	£0.00	£338.17	£338.17	100.00%
2050	Cultural Events & Studies	£9,300.00	£4,480.40	£4,819.60	-51.82%
2080	Neighbourhood Plan Review	£0.00	£0.00	£0.00	0.00%
2090	Planning Specialist Advice	£0.00	£0.00	£0.00	0.00%
<b>Total Town Environment Committee</b>		£58,100.00	£42,812.98	£15,287.02	-26.31%
<b>Total Expenditure</b>		£434,980.00	£508,561.36	£57,530.88	-13.23%



# Financial Budget Comparison

Comparison between 01/04/24 and 11/03/25 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	£445,609.48	£30,152.23	-7.26%
Total Expenditure	£434,980.00	£131,112.24	£508,561.36	£57,530.88	-13.23%
Total Net Balance	-£19,522.75		-£62,951.88	-£27,378.65	





# Bank Account Reconciled Statement

Stonehouse Town Council

01651837

30-98-29

Statement Number

59

Bank Statement No. 59

Statement Opening Balance

£74,828.43

Opening Date

01/02/25

Statement Closing Balance

£46,707.35

Closing Date

28/02/25

True/ Cashbook Closing  
Balance

£46,707.35

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
03/02/25	BGC030225SDC	Stroud District Council	0.00	10,000.00	84,828.43
06/02/25	FPO060225CAMBRI AN	Cambrian Civil Engineering	25,794.54	0.00	59,033.89
06/02/25	FPO060225COTSW OLDDS	Cotswold Drain Services	296.00	0.00	58,737.89
06/02/25	FPO060225EDGE	Edge IT Systems Ltd	1,424.40	0.00	57,313.49
06/02/25	FPO060225GAPTC	GAPTC	45.00	0.00	57,268.49
06/02/25	FPO060225HMRC	HMRC	3,637.83	0.00	53,630.66
06/02/25	FPO060225JCALLI NAN	John Callinan	127.86	0.00	53,502.80
06/02/25	FPO060225JOMEW	Jo Mew Creative	25.00	0.00	53,477.80
06/02/25	FPO060225MDLKE LEX	MDL Kelex	100.00	0.00	53,377.80
06/02/25	FPO060225SEVER NSIDE	Severnside Safety Supplies Ltd	139.25	0.00	53,238.55
07/02/25	BGC070225CELLN EX	Cellnex (ON Tower UK)	0.00	5,998.12	59,236.67
10/02/25	BGC100225HMRC	HMRC (VAT)	0.00	15,841.78	75,078.45
10/02/25	DD100225PENINSU LA	Peninsula	451.36	0.00	74,627.09
10/02/25	DD100225YUENER GY	YU Energy	2,055.00	0.00	72,572.09
11/02/25	DD110225WATERP LUS	WaterPlus	38.47	0.00	72,533.62
11/02/25	DEB110225EQUIP4 WORK	Equip 4 Work	131.99	0.00	72,401.63
13/02/25	DEB130225SAFET EC	Safetec Direct	27.47	0.00	72,374.16
13/02/25	DEB130225TOOLS TA	Toolstation	79.97	0.00	72,294.19
14/02/25	DEB140225VOIPFO NE	Voipfone	8.40	0.00	72,285.79
17/02/25	DEB170225DELTA9	Delta Nine Ltd	31.00	0.00	72,254.79
18/02/25	PAY180225LLOYDS	Lloyds Bank	10.20	0.00	72,244.59
19/02/25	DD190225SKY	Sky Mobile	10.00	0.00	72,234.59
19/02/25	DEB190225	F H Brundle	689.76	0.00	71,544.83
19/02/25	DEB190225GATES &	Gates & Fences	1,101.00	0.00	70,443.83
19/02/25	FPO190225ALLDO NE	All Done and Dusted	108.00	0.00	70,335.83



# Bank Account Reconciled Statement

19/02/25	FPO190225DBROWN	Dennis Brown & Son	71.26	0.00	70,264.57
19/02/25	FPO190225EASYWIN	Easy Window Cleaning	21.60	0.00	70,242.97
19/02/25	FPO190225GCC	Gloucestershire County Council	179.89	0.00	70,063.08
19/02/25	FPO190225GRUNDON	Grundon Waste Management Ltd	66.02	0.00	69,997.06
19/02/25	FPO190225GSERMON	Gill Sermon	400.00	0.00	69,597.06
19/02/25	FPO190225JIREH	Jireh Solutions Ltd	684.85	0.00	68,912.21
19/02/25	FPO190225JOMEW	Jo Mew Creative	225.00	0.00	68,687.21
19/02/25	FPO190225MDELECTRIC	M D Electrical Contracting	478.54	0.00	68,208.67
19/02/25	FPO190225PROLIFIC	Prolific Solutions (South West) Ltd	76.13	0.00	68,132.54
19/02/25	FPO190225SUSTAINABLE	Sustainable Furniture (UK) Ltd	2,480.00	0.00	65,652.54
19/02/25	FPO190225TWHAWKINS	T W Hawkins & Sons	2,850.00	0.00	62,802.54
19/02/25	FPO190225WESTCOUNTRY	West Country Forestry	624.00	0.00	62,178.54
21/02/25	DD210225JSTAYTE	John Stayte Services Ltd	21.75	0.00	62,156.79
21/02/25	DD210225NEST	NEST	3,088.95	0.00	59,067.84
21/02/25	DD210225WATERPLUS	WaterPlus	61.22	0.00	59,006.62
24/02/25	SO240225STAFF	Staff Salaries	11,899.51	0.00	47,107.11
27/02/25	DD270225WATERPLUS	WaterPlus	18.29	0.00	47,088.82
28/02/25	DD280225PENINSULA	Peninsula	451.36	0.00	46,637.46
28/02/25	DEB280225VOIPFONE	Voipfone	20.00	0.00	46,617.46
28/02/25	FPI280225GIFT4YOU	Mandy Turner - Baked 4 You	0.00	5.00	46,622.46
28/02/25	FPI280225KCRICK	Ken Crick	0.00	10.00	46,632.46
28/02/25	FPI280225STFC	Stonehouse Town Football Club	0.00	160.37	46,792.83
28/02/25	FPI280225SJCAKES	S J Cakes - Sarah Keen	0.00	5.00	46,797.83
28/02/25	SO280225PATA	PATA Payroll	90.48	0.00	46,707.35

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
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# Bank Account Reconciled Statement

Total debits / credits      60141.35      32020.27

Reconciled by    David Marsden

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

\_\_\_\_\_  
Chair

Date    \_\_\_\_\_

\_\_\_\_\_



# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

### BACS Payments

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
4255		£145.50	2050/3	06/03/25	Abbey Loos - 6 x Portaloo rental deposit - Canal Festival 2025	78816
		<b>£145.50</b>			Abbey Loos - Total	
4235		£108.00	1180/4	28/02/25	All Done and Dusted - Feb '25 - Pod cleaning	310
		<b>£108.00</b>			All Done and Dusted - Total	
4260		£1,818.00	1220/3	12/03/25	Asgard - Ship Inn Site - Secure Storage Shed	
		<b>£1,818.00</b>			Asgard - Total	
4234		£17.45	1090/2	28/02/25	David Marsden - Expenses - Travel to Jireh Solutions, Tetbury. Toilet roll & bleach	
		<b>£17.45</b>			David Marsden - Total	
4250		£21.60	1080/1	05/03/25	Easy Window Cleaning - Mar '25 - TH	25881
		<b>£21.60</b>			Easy Window Cleaning - Total	
4238		£45.00	1010/1	04/03/25	GAPTC - Training - Planning in Plain English - Carlos Novoth	837
		<b>£45.00</b>			GAPTC - Total	
4249		£65.16	1150/5	05/03/25	Grundon Waste Management Ltd - Feb '25 - Waste - Workshop	PSI-1235039
		<b>£65.16</b>			Grundon Waste Management Ltd - Total	
4240		£341.51	1040/1	04/03/25	Jireh Solutions Ltd - Mar '25 - Contract	32064
4247		£127.50	1040/1	04/03/25	Jireh Solutions Ltd - Billable hrs re various email accounts	32226
		<b>£469.01</b>			Jireh Solutions Ltd - Total	
4239		£222.00	1040/2	04/03/25	Jo Mew Creative - Feb '25 Website management & Events Plugin Renewal	1100
4254		£100.00	1040/2	06/03/25	Jo Mew Creative - Mar '25 - Website management	1102
		<b>£322.00</b>			Jo Mew Creative - Total	
4237		£101.80	1040/5	04/03/25	Prolific Solutions (South West) Ltd - Feb '25 - Printer TH	11491
		<b>£101.80</b>			Prolific Solutions (South West) Ltd - Total	
4259		£4,690.00	1230	11/03/25	Severn Wye Energy Agency - Year 3 Activities including: Householder support and follow up Community meetings Case study data analysis, write up, design, layout and printing	1232

Signature

Signature

Date





# Stonehouse Town Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

### BACS Payments

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		<b>£4,690.00</b>			Severn Wye Energy Agency - Total	
4251		£2,850.00	1190/1	05/03/25	T W Hawkins & Sons - Feb '25 - Contract mowing & provional areas	13888
4252		£2,850.00	1190/1	05/03/25	T W Hawkins & Sons - Mar '25 - Contract mowing & provisional areas	13924
		<b>£5,700.00</b>			T W Hawkins & Sons - Total	
<b>Total</b>		<b>£13,503.52</b>				

Signature

Date

Signature



# Stonehouse Town Council

## Expenditure transactions - payments approval list

Start of year 01/04/24

### Debit Card Payments

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details
4246		£40.85	£40.85	1090/2	04/03/25	107349	Swift Direct Blinds - White Window Blind - TI
4257		£28.78	£28.78	1040/2	11/03/25	80068503	Fasthosts - Domain Renewal - shopstonehouse.co.uk 2 years
Sub Total		£69.63	£69.63				
Total		£69.63	£69.63				

Signature

Date

Signature





Purchase Day Book

Showing only Account type All  
Supplier  
Type All

Ledger Date before  
Paid date before  
Payment type  
Standing Order

Ledger Date after  
Paid date after  
Reference

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference	Paid
4217	17/02/25	24/06884/PP	PATA Payroll	February 2025 Payroll with Pension Service	1000/1	£90.48	Outside the S	£0.00	£90.48	19/03/25 SO280225PAT A	
4214	17/02/25		Staff Salaries	February 25	1000/1	£11,899.51	Outside the S	£0.00	£11,899.51	19/03/25 SO240225STA FF	
2 Transactions						Total	£11,989.99	£0.00	£11,989.99		



# Purchase Day Book

Purchase Day Book

Showing only Account type All

Ledger Date before

Ledger Date after

Supplier

Paid date before

Paid date after

Type

All

Payment type

Direct Debit

Reference

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference	Paid
4223	18/02/25		John Stayte Services Ltd	Feb '25 Fuel - Unleaded & Diesel	1160/3	£84.48	20% Standard	£16.89	£101.37	20/03/25	
4232	20/02/25	448488530	Lloyds Bank	Feb '25 Bank Charges	1090/2	£10.20	Zero Rated	£0.00	£10.20	22/03/25	PAY180225LLO YDS
4258	11/03/25	450680263	Lloyds Bank	Mar '25 Bank Charges	1090/2	£9.35	Zero Rated	£0.00	£9.35	10/04/25	
4218	17/02/25		NEST	February 25	1000/1	£3,088.95	Outside the S	£0.00	£3,088.95	19/03/25	DD210225NES T
4227	20/02/25		Peninsula	Feb '25 - Monthly Contract for H&S & HR (36 months) - There is a £1.52 discrepancy between the Peninsula quote (£452.88pm) & the amount taken (£451.36). NFA, as we are paying £1.52 less than we were quoted. See attachments.	1030	£376.13	20% Standard	£75.23	£451.36	22/03/25	DD100225PENI NSULA
4253	05/03/25	4798078	Peninsula	Mar '25 - Monthly Contract	1030	£376.13	20% Standard	£75.23	£451.36	04/04/25	DD280225PENI NSULA
4231	20/02/25		Sky Mobile	Feb '25 - CCTV Sim Card Ship Inn Site	1220/3	£10.00	Outside the S	£0.00	£10.00	22/03/25	DD190225SKY
4210	13/02/25	1014612069	Voipfone	Feb '25 - Renewal of number & PBX	1040/4	£7.00	20% Standard	£1.40	£8.40	15/03/25	DEB140225VOI PFONE
4245	04/03/25	1014651275	Voipfone	Auto Top Up	1040/4	£16.67	20% Standard	£3.33	£20.00	03/04/25	DEB280225VOI PFONE
4212	14/02/25	8338985	WaterPlus	Feb '25 - Water - Pod	1180/2	£18.29	Zero Rated	£0.00	£18.29	16/03/25	DD270225WAT ERPLUS
4236	04/03/25	8452870	WaterPlus	Feb '25 - Water - Pavilion	1140/2	£53.70	Zero Rated	£0.00	£53.70	03/04/25	
4256	11/03/25	8554660	WaterPlus	Feb '25 - Water - TH	1070/2	£73.15	Zero Rated	£0.00	£73.15	10/04/25	
4242	04/03/25	2388407	YU Energy	Feb '25 - Electric - Pod - D/D	1180/3	£182.37	5%	£9.12	£191.49	03/04/25	
4243	04/03/25	2388408	YU Energy	Feb '25 - Electric - Pavilion	1140/3	£406.95	20% Standard	£81.39	£488.34	03/04/25	
4244	04/03/25	23884058	YU Energy	Feb '25 - Electric - TH - D/D	1070/3	£189.58	5%	£9.48	£199.06	03/04/25	





4248	04/03/25	02448465	YU Energy	Feb '25 - Gas - TH	1070/4	£300.14	5%	£15.01	£315.15	03/04/25
4241	04/03/25	2388406	YU Energy	Feb '25 - Electric - Library - D/D	1070/3	£74.98	5%	£3.75	£78.73	03/04/25
17 Transactions					Total	£5,278.07		£290.83	£5,568.90	



TOWN HALL, 1 QUEENS ROAD, STONEHOUSE, GLOUCESTERSHIRE GL10 2QA

Telephone: 01453 822070 email: townclerk@stonehousetowncouncil.gov.uk

## Stonehouse Community Grant Application Form

Name of Club, Group or Organisation **STONEHOUSE WALKING FESTIVAL  
(SEPT 2025)**

Name of person submitting application (inc. position in the organisation)  
**JOHN CALLINAN ORGANISING COMMITTEE MEMBER**

Address **'AVALON'**  
**12, LABURNUM WALK,**  
**STONEHOUSE,**  
**GLOS. GL10 2NR**

Telephone Number:  
**01453 825547**

email: **jmcallinan@yahoo.co.uk**

Details of Club, Group or Organisation (please delete as appropriate)

Is your organisation:

1) Stonehouse based for Stonehouse residents

**YES** / NO

2) a Gloucestershire Organisation serving Stonehouse

YES / **NO**

3) Stonehouse branch of a National Organisation

YES / **NO**

4) Other

How much of the funds you raise is used locally?

**ALL** / MOST / SOME / NONE

What is your total local membership?

What is your VAT status?

REGISTERED / **NOT REGISTERED**

What are the aims and objectives of your Organisation? **ORGANISING A SERIES  
OF WALKS OF VARYING LENGTHS STARTING AND  
FINISHING IN STONEHOUSE WALKING AS A  
GROUP IS A SOCIAL INTERACTIVE ACTIVITY  
PROVIDING MANY SOCIAL BENEFITS INCLUDING HEALTHY  
EXERCISE.**





**Details about the grant you are applying for:**

To which Funding Scheme are you applying (please tick)

- Small grants (under £1000)
- Large Grants (over £1000) ✓
- Carbon Reduction Grants
- Revenue Grants

What will the grant be used for? **PRINTING OF EVENTS BROCHURE,  
REPLACEMENT OF ADVERTISING BANNERS,  
MINIBUS HIRE (IF NEEDED)**

What is the total cost going to be? **£2,500.00**

How much would you like Stonehouse Town Council to contribute? **£2,000.00**

What funds have already been raised by your organisation towards this project? **IT IS  
PROJECTED THAT OTHER FUND RAISING WILL  
PROVIDE UP TO £500.00. THIS WILL ALSO INCLUDE  
DONATIONS**

What other fund raising efforts does your organisation intend to make apart from this application?  
**WE WILL BE CONTACTING SOME STONEHOUSE BASED  
COMPANIES FOR SPONSERSHIP.**

What amount does your organisation currently hold in the bank, as cash or in other balances?  
**£147.00**

What impact will the project have on the environment?  
**NONE, UNLESS THAT BLADE OF GRASS I WALKED ON  
DOESN'T GET BACK INTO THE UPRIGHT POSITION!**

Please state here any further information, which you think, will help the Council when considering your application: **LAST YEAR THE WALKING FESTIVAL ORGAISED  
31 EVENTS WITH JUST UNDER 500 PEOPLE ENJOYING THEIR  
WALK. THIS YEAR THE INITIAL ORGANISATION COMMITTEE  
ARE SUGGESTING 47 DIFFERENT WALKS**

I wish to apply for a Grant from Stonehouse Town Council and certify that the information I given above is correct to the best of my knowledge and belief:

Signed



Date **12<sup>th</sup> MARCH 2025**





DATED

2025

**STROUD DISTRICT COUNCIL**

and

**STONEHOUSE TOWN COUNCIL**

**MEMORANDUM**

relating to

The Site Of The Former Ship Inn Bristol Road Stonehouse, Stroud  
Gloucestershire

THIS MEMORANDUM is made the

day of

2025

BETWEEN

- (1) **STROUD DISTRICT COUNCIL** of Ebley Mill, Ebley Wharf, Stroud, Gloucestershire GL5 4UB (the "**Council**"); and
- (2) **STONEHOUSE TOWN COUNCIL** whose address is Town Hall, 1 Queens Road, Stonehouse GL10 2Q (the "**Licensee**")

**BACKGROUND**

The Council and the Licensee entered into a licence dated 8<sup>th</sup> May 2024 in which certain rights were granted for a period expiring on 1<sup>st</sup> April 2025

**WITNESS** as follows:

The Council and the Licensee have agreed that the licence dated 8<sup>th</sup> May 2024 will continue on the same terms and conditions except as follows :-

1. The Licence Period will be for the period 1<sup>st</sup> April 2025 until 1<sup>st</sup> April 2026.
2. The Permitted Activities 3. are amended to include the stationing of a single toolshed within Licence Land 2 in connection with activities set out in Permitted Activities 2.

All other terms and conditions will remain as set out in the licence dated 8<sup>th</sup> May 2024.

**AS WITNESS** the hands of the following this.....day of..... 2025.

**SIGNED** for and on behalf of  
**STROUD DISTRICT COUNCIL**

.....  
Alison Fisk, Head of Property Services  
Authorised/Proper Officer

**SIGNED** for and on behalf of  
**STONEHOUSE TOWN COUNCIL**

  
.....  
Name: CARLOS NOVOTNY  
Authorised/Proper Officer



**Re: Stonehouse Park Federation Easter Bunny Trail 2025**

Sponsorship is available in return for an advert at the following costs:

- £50 premium sponsorship for an A4 laminated advert by a bunny.
- £25 sponsorship for an A5 laminated advert by a bunny.

If this is something you think you might be able to help us with, we would really appreciate your support for our schools. Please get in touch with the email address below.

Funds raised go towards both schools and the nursery.

Thank you so much for reading and I look forward to hearing from you soon.

Kind Regards

Stonehouse Park Federation PTA

**[ptamail@stonehousepark.gloucs.sch.uk](mailto:ptamail@stonehousepark.gloucs.sch.uk)**





23<sup>rd</sup> January 2025

**Re: Stonehouse Park Federation Easter Bunny Trail 2025**

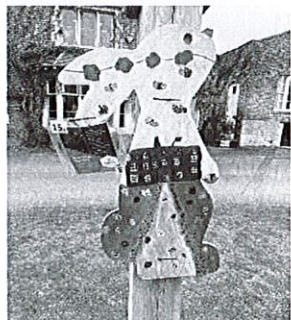
Dear Sir/Madam

I am writing on behalf of the Stonehouse Park Federation PTA. We are currently busy planning for our annual Easter Bunny Trail and are hoping you may be able to help.

The event has run for the last few years and has always been very successful for the school and wider community. The children at the school help to decorate the giant 3ft wooden bunnies that are placed around Stonehouse. Families purchase a map and then follow the trail to find all the bunnies, ending up with a treat at the end.

In previous years we have been supported by local businesses through sponsorship, and we are asking if you would like to sponsor a bunny?

Below are some of the designed bunnies used in previous years.







## STONEHOUSE TOWN COUNCIL

Minutes of a Town Business Committee Meeting held on Monday 3<sup>rd</sup> March 2025 at 7pm at the Stonehouse Town Hall/Library, Queens Road, Stonehouse, GL10 2QA

**Present:** Councillors Keren Capeling, Neil Gibbs, Carol Kambites (Committee Vice Chair), Val Randall, Keith Terry.

**In Attendance:** Town Clerk

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

---

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

---

In the absence of the Chair of Committee, the Vice Chair, chaired the meeting

**B/822 To receive apologies**

Apologies were received from Cllrs Theresa Watt

**B/823 To receive Declarations of Interest**

There were no declarations of interest

**B/824 To approve the minutes of the Business Committee meeting held on 3<sup>rd</sup> Feb '25**

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

**B/825 To receive the latest budget position**

The Clerk highlighted several budget lines:

- Misc income - the 'actual net' did not correspond with the detailed transactions sheet - this to be looked into
- Anticipated overspend on salaries - it had been a difficult year with many changes and unknown factors
- Election costs budget line needs to have corresponding link to earmarked reserve budget
- Pavilion electric costs - £3k of costs comes from underpayment in 2023/24 financial year - Yu Energy issue

- Project works detailed in budget line 1220 - costs need to have corresponding earmarked reserve draw downs

It was explained that whilst it may appear that the budget overall will be overspent, this is in fact not the case as over £92k has been drawn from earmarked reserves.

Committee **NOTED** the latest budget position of 'Actual Income' totalling

**B/826 To approve the latest BACS payment list and provide retrospective approval for Debit Card Payments**

Committee **APPROVED** the following payments:

BACS payment totalling £8,163.78

Debit Card payments totalling £2,361.20 (Retrospective approval)

**B/827 To receive a report from Audit Panel in relation to the council's internal control checks for Q3**

Discussion highlighted a small number of minor issues in relation to the council's Financial Regulations - these were discussed with the following

**RECOMMENDATIONS:**

- Para 2.6 - Delete the paragraph
- Para 7.3 - Change current practice to reflect the FRs
- Para 7.11 - Implement information checks as required
- Para 9.1 - Officers to strictly following FR requirements
- Observation - Observation noted - no action necessary

**B/828 To recommend for council approval the list of organisations and individuals to be paid through either Standing Order or Variable Direct Debit in 2025/26**

Committee **RECOMMENDED** adoption of the new payment approval list from 1<sup>st</sup> April '25

**B/829 To recommend for council approval the following updated document:**

- **Environmental Policy**

Committee **RECOMMENDED** adoption of the latest Environmental Policy

**B/830 To recommend for council approval the following new document:**

- **Biodiversity Policy**

It was felt that there was some merit to the policy forming part of the council's Environmental Policy. This to be discussed in more detail later in the year

Committee **RECOMMENDED** adoption of the new Biodiversity Policy

**B/831 To receive the latest accounts for the operation of Stonehouse Community Centre**

The accounts highlighted the fact that it was likely that the community centre budget would a net loss by the end of the year end. Whilst the council had provided the community association with support grant funding



to aid raise the centre's profile and draw in additional income, the funding had not yet been used.

Committee NOTED the latest accounts

**B/832 To receive updates from the following working groups:**

**1. Climate Change Action Forum**

Nothing to report

**2. Communications**

The Council's Newsletters are currently being delivered to all properties

**3. Oldends Lane Development**

The sewer project has been completed. The focus for the site is currently on the water run off from the playing fields into the septic tank - this needs to be looked at in earnest before final arrangements could be made with the septic tank

**3. Support Stonehouse**

The latest 'Warm Spaces' leaflets were being distributed to key outlets around the town

**4. Youth**

An introduction was made with a representative of a local mental health support group currently helping young people at school

The Door is currently undertaking a sponsored walk from Lechlade to Dursley to generate funding for the local youth service work

**5. Policy**

Currently making progress - more policies to come through for adoption - special thanks goes to Mike Davis

**6. Internal Audit Panel**

As discussed above

**7. Court View**

There appears to be further delay in the developer agreeing works that will lead to the council's adoption of the site

**B/833 To note the date of the next meeting - Monday 1<sup>st</sup> April 2025**

Committee NOTED the date of the next meeting

The Chair asked for a vote to exclude members of the public from the meeting to allow discussion on confidential matters in agenda item B/834

***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.***

**B/834 To receive an update from HR Sub Committee**

The Chair of HR Sub Committee provided an overview on the following current issues:

- The recent resignation of the Senior Town Maintenance Officer and his scheduled exit interview

- The offer and acceptance of the role to the existing town Maintenance Officer
- The advertising of the Town Maintenance Officer's post and the interviews that will take place on 13<sup>th</sup> March
- Following the reduction in the Project Officer's hours, HR will be discussing the potential to create further project officer time at its meeting on Wednesday 5<sup>th</sup> March.

The Chair closed the meeting

**Stonehouse Town Council**  
**Internal Audit/Check February 2025**  
**Report**

**Basis**

I carried out the Audit/Check based on requirements of Financial Regulation 3.7 (rather than the usual Proforma/Template).

**3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.**

**Non-Conformances**

Four non-conformances were found

Financial Regulation 2.6

This requires Bank Reconciliations are carried out by a Member of Council.

*Change Regs?*

Financial Regulation 7.3

List of Invoices for payment are sent to 3 rather than 5 (all) authorised signatories.

*Change Practice to 5*

Financial Regulation 7.11

Supplier Account details are required to be checked every two years for avoidance of fraud.

There is currently no regime in place for such checks.

*Undertake Cheques*

Financial Regulation 9.1

A Debit Card payment was made without the necessary approval of Council (for purchases over £1000).

✓

**Observation**

In relation to Financial Regulation 10 Payment of Salaries and Allowances, the Regulation refers to an Audit Working Group which "shall review Payroll Report through the Council's Internal Control checks". I don't believe such a Working Group currently exists at this time.

I have not checked Payment of Salaries and Allowances this quarter and there have been no issues with previous checks. The FR needs to be amended to reflect current practice.

✓



Keith Terry  
13 February 2025





## **INTERNAL AUDIT (Financial Regulations)**

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO; • acts under the policy direction of the council; • administers the council's financial affairs in accordance with all Acts, Regulations and proper practices; • determines on behalf of the council its accounting records and control systems; • ensures the accounting control systems are observed; • ensures the accounting records are kept up to date; • seeks economy, efficiency and effectiveness in the use of council resources; and • produces financial management information as required by the council.

3.5. The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

3.6. Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such risk management, information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor: • is competent and independent of the financial operations of the council; • reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year; • can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and • has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances: • perform any operational duties for the council; • initiate or approve accounting transactions; • provide financial, legal or other advice including in relation to any future transactions; or • direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

## **2. Risk management and internal control**

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk/RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

### **Risk Management Policy – last review:**

The policy was last approved 18<sup>th</sup> March 2024; the risk review was approved on 22<sup>nd</sup> April '24-TC





2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

What is "new activity". When was the last RA prepared?

The council has risk assessments for all of the council's main operations – all of the RA's have recently been reviewed we have not added to our list of operations recently – TC

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

Last review? Certified in AGR 13.05.24, FTC 13.05.24

2.5. The accounting control systems determined by the RFO must include measures to: • ensure that risk is appropriately managed; • ensure the prompt, accurate recording of financial transactions; • prevent and detect inaccuracy or fraud; and • allow the reconstitution of any lost records; • identify the duties of officers dealing with transactions and • ensure division of responsibilities.

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by council.

Reconciliation carried out?

The town council has several bank and building society investment accounts – you will know about all of these as they are detailed in the budget papers and the end of year accounts. The council is only updated on its investments/savings by only two organisation – Lloyds Ban and CCLA – these updates are provided on a monthly basis as has been explained on several occasions at FTC. Bank reconciliations are completed on these two accounts, of which reconciliation is only provided on the Lloyds account – this is presented under the relevant agenda item 'To receive the RFOs budget report and bank reconciliation for (a particular month). All accounts are reconciled as best we can each quarter and signed off by both the RFO and Chair of Council. We have not added a further check but would be more than happy to accommodate this. Please note that this will have to be done on a timely basis as each quarters accounts are closed when the vat claim is made – HMRC are very particular on this

Auditor/Checker comments: FR is explicit in that the reconciliation shall be carried out by a member. Possibly this was intended/could be part of the audit process(?)

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.





Last back up. How. Where.

04.02: TC: Backed up automatically to "The Cloud"

### 3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain: • day-to-day entries of all sums of money received and expended by the council and the matters to which they relate; • a record of the assets and liabilities of the council;

Asset Register up to date? Latest entries / Disposals The office has an ongoing purchase list of major items of purchase – this will not include consumables and in some cases small pieces of equipment. The inventory is perhaps updated half yearly or so and then the purchases/disposals are uploaded on to an overall asset list. The list is normally presented to FTC annually. Happy for you to come in and look at the asset list. Please note that the list is an historic one going back many years.

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return (AGAR).

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

3.6. Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7 The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor: • is competent and independent of the financial operations of the council; • reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year; • can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and • has no involvement in the management or control of the council



3.9. Internal or external auditors may not under any circumstances: • perform any operational duties for the council; • initiate or approve accounting transactions; • provide financial, legal or other advice including in relation to any future transactions; or • direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### Banking and Payments

6.2. The council must have safe and efficient arrangements for making online BACS payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

Has there been any payment involving less than two persons?

Assured that using Edge there is no way a single person can make a payment through the system.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

#### 7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify five councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

Five Cllrs identified?

Lloyds, CCLA, Nationwide, Melton x 5. Charity Bank x 6 (inc The Clerk).  
Cambridge will only permit x4





7.2. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.3. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, **shall be sent by email to all five authorised signatories.**

#### **Signatories approved FTC 13.05.24**

##### **Is this happening?**

No. Approved transactions mailed to Cllrs Watt, Curtis and Kambites ie 3 authorised signatories

7.4. In the prolonged absence of the Service Administrator, the Deputy Clerk will act as the Service Administrator for the purpose of setting up any payments due before the return of the Service Administrator.

7.5. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

##### **Payment Numbers**

4180	25794.54
4184	1424.4
4172	139.25

These payments, as reported for approval at Business Committee, 03.02 are pending approval by second signatory.

7.6. Evidence shall be retained showing which members approved the payment online for audit purposes.

Is retained within Edge system

7.7. A full list of all payments made in a month shall be provided to the next council meeting through a Bank Reconciliation statement a copy of which will be appended to the minutes).

**Reviewing the payment list provided at the Business Committee meeting 03.02.25, following transactions numbers were checked in case they were undisclosed payments:**

4173: Direct Debit for CCTV Camera (SPICE)  
4174: Direct Debit TV Licence (Pod)  
4182: In process (Room Hire).

7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised signatories. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

Re signed/approved: this has been amended and applies only to BACS and Direct Debit payments

**When did the use of DDs last get reviewed?**





Reviewed annually – last approved by council 18<sup>th</sup> March 2024-TC

7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

Payments above approved online by two bank signatories?

Proven by 7.5 above. (Also by Council in Committee)

Approval BACS/CHAPS last renewed? TBC      Reviewed annually – last approved by council 18<sup>th</sup> March 2024-TC

7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

**Payment by Standing Orders – Instructions signed/approved by two members**

**Approval last reviewed?** Reviewed annually – last approved by council 18<sup>th</sup> March 2024-TC

7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. **Data held should be checked with suppliers every two years.**

**When was data last checked?**

These are not checked with any regularity – it is a rarity that supplier accounts details are ever changed. Should the council be notified of any changes, this would normally be via a letter on headed paper. We do not carry out two yearly checks on supplier accounts details. I fail to see how continuing to make payments to existing suppliers on unchanged account details can area for fraud-TC

Auditor/Checker comment: It is an FR requirement so should be carried out. (I assume there is a fear someone might substitute their Bank Details thus hi-jacking payment meant for the vendor).

7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

**Anti-virus, spyware and firewall software installed? All via IT providers.**

7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.



## 8. Cheque payments

### Have there been any payments by cheque?

No

8.1 Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the clerk

8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under any circumstances, be a signatory to that payment

8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and cheque

8.4 Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council (or committee) meeting. Any signatures obtained away from council meetings shall be reported to the council or Business committee at the next convenient meeting

## 9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or Business committee in writing before any order is placed.

### Payment 4183 £1209.53 (Business Committee 03.02.25) authorised as per above?

This payment - for Van Insurance - was made without authorisation. An oversight: negotiations took longer than expected (apparently significant savings were achieved) and there was insufficient time to get approval.

9.2. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £300 including VAT, incurred in accordance with council policy.

No such purchases noted

## 10. Payment of salaries and allowances

Internal Audit/Check has not, on this occasion, reviewed these payments.

Financial Regulation 10.6 states that "Payroll reports will be reviewed by the Audit Working Group through the Council's quarterly Internal Control Checks to ensure that the correct payments have been made"

Since there is no Audit Working Group at this time the FR should be reviewed and potentially revised before the next Internal Audit.





**Annual Review of Approved Annualised, Direct Debit, Standing Order payments for the 2025/26 financial year – March 2025**

Payments for Business rates to be made in full at the commencement of financial year 2025/26

Council currently pays the following by Variable Direct Debit to the council's current ongoing suppliers:

- YU Energy – (Supplies for 4 Electricity Meters and 1 Gas Meter)
- Waterplus – (Three water meters)
- Lloyds Bank – (Bank charge)
- BT – (Pod internet)
- PEAC Finance - (Office printer)
- John Stayte Services - (Vehicle Fuel)
- NEST pension – (Staff Pension)
- TV Licensing
- Sky Mobile – (Ship Inn site)
- Peninsular

Officers **recommendations** for the 2023/24 Financial Year are as follows:

1. Continuing with Standing Order arrangements for the following payments:
  - Salaries (Clerk, Deputy Clerk, Business Support Officer (Substitute BSO), Project Officer, Senior Grounds person and Grounds person)
  - PATA payroll & pension admin services
2. Continuing with the Variable Direct Debit arrangements for payments, as detailed above.

\* All other payments are made using bank transfers (BACS) or the council's Debit card.





## ENVIRONMENTAL POLICY

### 1 Introduction

1.1 This policy describes a set of principles about how the Town Council manages its day-to-day operations in an environmentally sustainable way and will be accompanied by an Action Plan, drawn up by staff, detailing how the policy will be implemented.

1.2 This policy should be read in conjunction with the Motion adopted by the Council in March 2019 acknowledging a Climate Change Emergency, which sets out our commitment to put carbon reduction and environmental sustainability considerations at the heart of every action and decision the Council takes.

1.3 It should also be read in conjunction with the Council's Biodiversity Policy which sets out how we manage the natural environment for which the Council is responsible.

### 2 Policy

2.1 Stonehouse Town Council recognises that its day-to-day operations impact both directly and indirectly on the environment.

2.2 We aim to protect and improve the environment through good management and by adopting best practice wherever possible, seeking to prevent pollution to land, air and water and reduce our use of water, energy and any other natural resources.

2.3 We will work to integrate environmental considerations into our business decisions and adopt greener alternatives throughout our operations in a process of continual improvement as "green" technology itself improves and develops.

2.4 The precautionary principle requires that, if there is a strong suspicion that a certain activity may have environmentally harmful consequences, it is better to control that activity now rather than to wait for incontrovertible scientific evidence. This principle will be considered in any project or activity being undertaken by the Council, but also any new development or technology being proposed or consulted on by other bodies.

2.5 In order to discharge its responsibilities the Council and its staff will:

#### 2.5.1 Management

- monitor the continuous improvement in our environmental performance and carry out regular audits of the environmental management system



- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- provide suitable training to enable employees to deal with their specific areas of environmental control
- provide adequate resources to control environmental risks arising from our work activities

#### 2.5.2 Risk Management

- minimise and where possible eliminate risks to the environment, and, where possible, take measures to enhance the environment, through selection and design of materials, buildings, facilities, equipment and processes
- identify and manage environmental risks and hazards and ensure that emergency procedures are in place at all locations for dealing with environmental issues

#### 2.5.3 Waste

- minimise air pollution, landfilled waste, and waste sent to incineration from the Council's operations.
- manage its waste in accordance with the Waste Hierarchy by minimising waste and reusing and recycling wherever possible
- minimise waste and increase recycling within the Council's buildings and operations.
  - In council-owned facilities that are used by the community, each hirer will be asked to remove all waste from the building when they leave in order to encourage them to reduce their production of waste. Recycling containers will be made available to enable the recycling of glass, plastic, cans and paper and there will be an ample supply of crockery, glasses and cutlery to enable hirers to use what is available and thus cut down on the use of disposable products.
  - At Council-run events we will avoid using disposable items and reuse and recycle wherever possible. For functions, we will provide recycling bins for glass, plastic, cans and paper.
  - We will keep a watching brief on segregated collections from the office and implement such collections as soon as practicable.

#### 2.5.4 Energy

- purchase our gas and electricity from renewable energy suppliers and factor in the benefits of CO2 neutrality even if there is a cost increase.
- seek to find funding and ways to improve the environmental performance of all council-owned buildings by measures such as:
  - Improved insulation
  - Solar PV panels (with battery backup where appropriate)
  - "Grey water" harvesting and reuse
  - Light wells
  - Ground or Air-sourced heat pumps
  - Adoption of "Passivhaus" principles for ventilation and insulation
  - Motion-sensor controlled lighting & Solar shading
  - Responsibly and renewably sourced building materials
  - electric vehicle charging bay(s)





#### 2.5.5 Transport

- improve the environmental efficiency of staff transport and travel
  - Councillors and staff should use public transport or walk / cycle when travelling on town council business when feasible, and will only be paid private car mileage expenses when these methods of travel are not possible, due to personal circumstances, availability, safety or other considerations.

#### 2.5.6 Water

- seek to ensure that water is used efficiently.
- regularly check the efficiency of water taps, along with the avoidance of any water leakage.

#### 2.5.7 Stakeholders

The Council will:

- bring this Environmental Policy Statement to the attention of all stakeholders and involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- only engage contractors who are able to demonstrate due regard to environmental matters
- promote environmentally responsible purchasing

Contractors should:

- source materials from sustainable supplies
- use recycled materials where possible

2.6 This Environmental Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation.

2.7 Any changes to the Policy will be brought to the attention of all stakeholders.

**Reviewed: 15<sup>th</sup> Feb '21 (Minute Number : TC2558)**

**Review Date: Feb 2024**





## **BIODIVERSITY POLICY**

### **1. Introduction**

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural

Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act

2021, Stonehouse Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective. This duty also means that town and parish councils can spend funds in conserving biodiversity.

### **2. Definition**

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants - everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

### **3 Policy aims and objectives**

3.1 The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

3.2 The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

3.3 In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.





- encourage and support other organisations within the parish / town to manage their areas

of responsibility with biodiversity in mind.

- support residents and local organisation activities to enhance and promote biodiversity.

## 4 Policy implementation

### 4.1 Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

### 4.2 Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.



#### 4.3 Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

#### 4.4 Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

#### 5. Monitoring

This policy was adopted on xx (Minute reference yy) and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting. A Local Nature Plan will be developed and progress reported on. (by the new Woodlands and open spaces committee??)

**Stonehouse Town Council has responsibility for these following sites that will be impacted by its biodiversity policy:**

Oldends Lane playing Field

Meadow road playing Field

Laburnum Playing Field

Stagholt Field and allotments

Doverow Woods

Old Chapel Gardens

Town Greens in High Street including Memorial Green

Some verges/hedges throughout the town



## Appendix 1

### Draft Action Plan

SITE / Objective	Action	Outcome	Target Years	Reporting/publicity
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter, social media, website
Protect and support biodiversity	Encourage suitable planting and wildflower seeding to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Recreation ground	<p>Sympathetic hedge management</p> <p>Leave areas unmown</p> <p>Sow wildflower seeds</p> <p>Don't use pesticides</p> <p>Leaving standing/lying dead wood as a habitat for invertebrates.</p> <p>Removing invasive or species that are detrimental to native flora and fauna as required.</p>	<p>Food sources and cover</p> <p>Encourages wildlife</p>	Ongoing	Newsletter/website
Other open spaces	<p>Encourage residents to pick up after dogs and remove litter</p> <p>Work with other agencies re verge management for wildlife vs safety</p>	<p>Protecting habitats</p> <p>Protecting/enhancing habitats</p>	ongoing	
Built Environment	Ensure planning consultations are considered against the requirements of the Neighbourhood Plan and Biodiversity policies.	<p>Protecting and enhancing habitats</p> <p>Extending habitats</p>	ongoing	

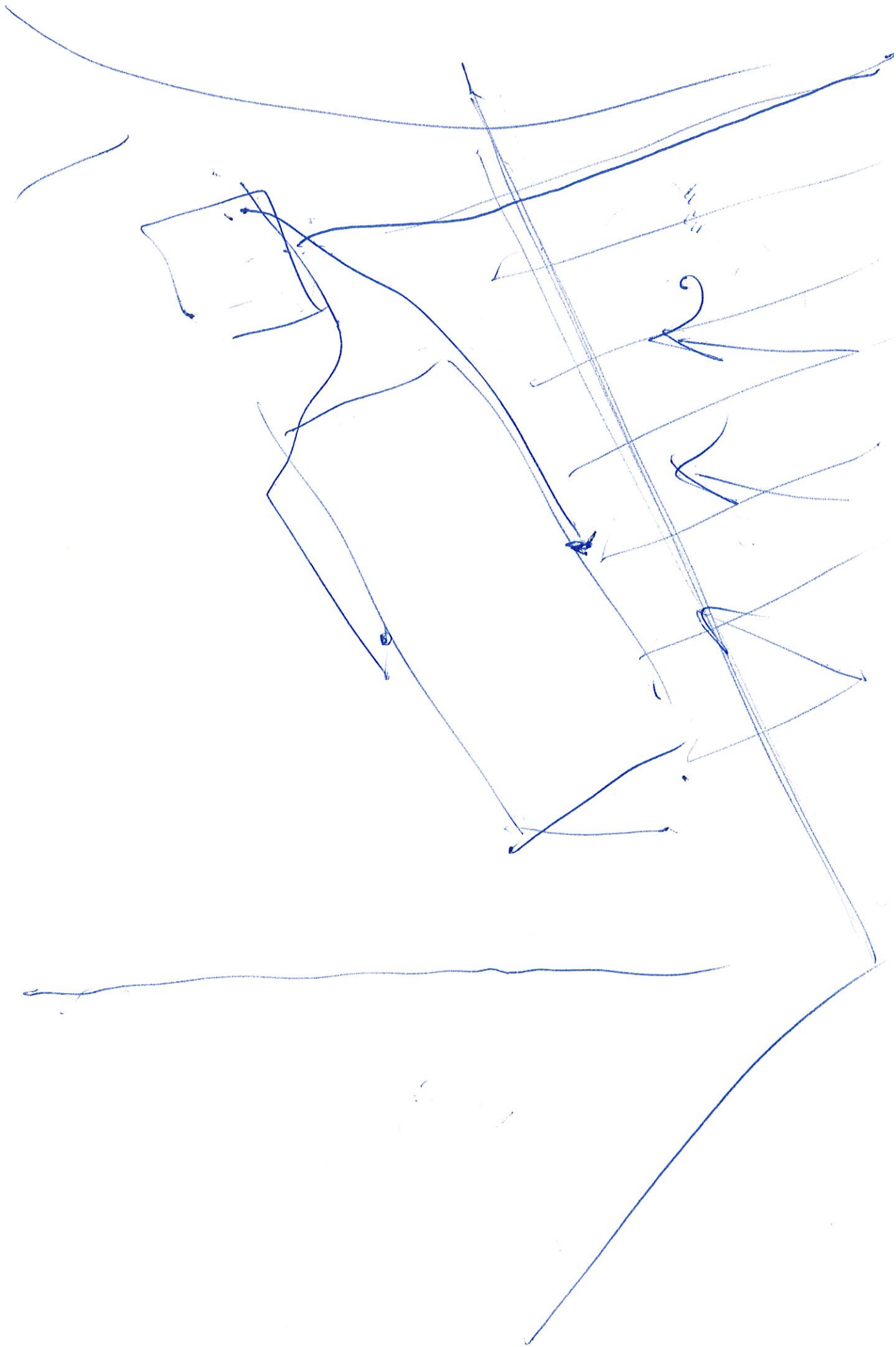




	Encourage hedgehog/small animal highways in new developments.			
Increase community awareness of biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the town newsletter.</p> <p>Create a page on the parish council website for photographs / information / links</p> <p>Encourage local farmers to contribute.</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p> <p>Discourage floodlighting.</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p> <p>Protect nocturnal animals</p>		
Support community projects	<p>Support hedge/tree planting/sowing in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity</p>		



	support biodiversity, working with local organisations.			
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**STONEHOUSE**  
**TOWN COUNCIL**

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

**Present:**

Councillors: John Callinan, Keith Creighton (Committee Vice-Chair), Debbie Curtis (Committee Chair) Marcus Dixon, Neil Gibbs, Stephen Hunter, Simon Macgregor, 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/884 To receive apologies.**

No apologies received

**E/885 Declarations of Interest**

There were no declarations of interest.

**E/886 To approve the minutes of the Town Environment Committee meeting held on Monday 27<sup>th</sup> January**

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

**E/887 To receive the latest updated Environment Budget.**

Committee NOTED the updated report showing a total 'Actual Net' Income of £1,175.00; 'Actual Net' Expenditure of £37,726.73 and Reserve Expenditure of £0.

**E/888 To approve the recommendation made by the Events Working Group to support an event in Doverow Hill/Woods in July 2025.**

Committee AGREE in principle to the event in Doverow Hill/Woods subject to further discussion with the events working group and the event organisers, in regard to further details and financial support.  
Public Liability Insurance to be confirmed.

**E/889 To approve a budget of £1000.00 for the planting of a linear fruit orchard, within the allotments site.**

Committee APPROVED a budget spend of up to £1000 from the Public Space Improvement budget, for the planting of a linear fruit orchard within the allotments site.

**E/890 To comment on recent Planning Applications**

**S.25/0026/FUL** Allotments, Standish Footpath 6, Stonehouse  
Redevelopment of Stagholt from a sports field into 20 additional allotments and public natural space.

**Comment:** Planning application submitted by Stonehouse Town Council.

**S.25/0182/HHOLD** 20 Melbourne Drive, Stonehouse  
Erection of a two storey and single storey extension. Re-cladding of existing dormer windows. Demolition and replacement of existing garage.

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

**S.25/0207/HHOLD** The Briars, Bristol Road, Stonehouse.  
Erection of a single storey rear extension and a detached annexe.

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

**S.25/0243/HHOLD** Ingleside, Browns Lane, Stonehouse.  
Erection of a garage extension and single storey covered link extension.

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

**S.25/0226/CPL** 8A Gloucester Road, Stonehouse.  
Erection of a single storey outbuilding.

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

**S.25/0250/HHOLD** 4 Robin Court, Stonehouse  
Erection of a single storey side extension.

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

**S.25/0323/HHOLD** Villa Julia, Quietways, Stonehouse  
Erection of rear decking, alterations to fenestration and infill existing open porch.

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

**S.25/0349/HHOLD** 34 Gloucester Road, Stonehouse  
Erection of a garage extension.

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

**E/891 To receive a report on planning decisions received from Stroud District Council.**

**S.24/2193/HHOLD** 18 Haven Avenue Bridgend Stonehouse  
Replacement of conservatory with single storey rear extension.

**PERMITTED**

**S.24/2213/FUL** 23 High Street Stonehouse



Alterations to form hairdressing salon including new external doors, window and internal alterations.

**PERMITTED**

**E/892 To receive Working Groups updates.**

- **Communications**  
Not met.
- **Stroudwater (Bristol Road) Station**  
Not met.  
Working Group are pleased to note that the Bristol Road Station was included in the recent Western Gateway report.
- **Transport and Highways**  
Not met.
- **Public Rights of Way**  
Not met.
- **Recreation.**  
Not met.
- **Canal Rejuvenation**  
Benches, tables and a new gate have been ordered for the Ship Inn site.
- **Court View**  
Not met.

**E/893 Date of next Environment Committee meeting: Monday 31<sup>st</sup> March 2025.**  
Committee NOTED the date of the next meeting.





## Town Clerk

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**From:** StrategicPlanning <StrategicPlanning@gloucestershire.gov.uk>  
**Sent:** 28 February 2025 15:34  
**Subject:** Local Development Guide - second round stakeholder engagement

Dear Stakeholder,  
Gloucestershire County Council is undertaking a second round of stakeholder engagement on its Local Development Guide.

The purpose of the Local Development Guide is to provide information to local planning authorities, developers, and all stakeholders on the types of infrastructure where Gloucestershire County Council may seek funding to mitigate the impacts of the proposed development; to make it acceptable in planning terms.

A copy of the draft document and stakeholder survey can be access using the following link – [Local Development Guide \(LDG\) Engagement | Have Your Say Gloucestershire](#)

The aim is to seek adoption of an updated its Local Development Guide later in 2025.

The Local Development Guide needs to be periodically reviewed to ensure it reflects the latest published national and local guidance. The existing Local Development Guide was adopted in March 2021.

**This stakeholder engagement is open from Wednesday 26 February until Monday 24 March 2025, at 5pm.**

This is the second round of stakeholder engagement on the Local Development Guide following a 12-week consultation last year.

The further round of engagement was considered necessary due to the material changes proposed to the document within the updated document in response to the issues raised during the first round.

Summary of changes from previous consultation include:

- Amendments to the main body of the text to improve readability.
- New footnotes added to provide better links to supporting documentation
- Formatting changes including the merging of sections 2 and 3
- Section 2.10 – clarification of GCC's Legal Charges and Monitoring fees
- Section 3.1 - more information on cycle infrastructure
- Section 3.2 – clarification of GCC role as Lead Local Flood Authority
- Section 3.3 – amendments to clarify GCC's position seeking education contributions and an updated section on Biodiversity Net Gain
- New Appendix B – Introduction of a new M5 Junction 10 Scheme - Developer Funding Guidance Note outlining the apportionment methodologies specifically in relation to supporting growth around Cheltenham.

If you would like to comment on the updated version of the Local Development Guide ahead of formal adoption, please can you to do so by **Monday 24 March 2025** using the online survey link [Local Development Guide \(LDG\) Engagement | Have Your Say Gloucestershire](#)

**Strategic Planning Team**



