



STONEHOUSE TOWN COUNCIL

To Members of the Town Council

You are hereby summoned to attend an Extraordinary 11TH Town Council Meeting to be held on Monday 11th August 2025 at 7.00pm at the Town Hall, 1 Queens Road, Stonehouse

Council Members:

Councillors: John Callinan, Keren Capeling (Vice Chair), Keith Creighton, Debbie Curtis, Marcus Dixon, Stephen Hunter, Carol Kambites, Simon MacGregor, Neil Gibbs (Chair), John Parker, Val Randell, Keith Terry, Carol Trim 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 5th August '25

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

A G E N D A

- | | |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TC3475 | To receive apologies |
| TC3476 | To receive declarations of interest |
| TC3477 | To approve the minutes of the Town Council meeting of 21 st July '25 |
| TC3478 | To approve the latest payment lists |
| TC3479 | To approve a refund for the Goodwill stall for 2024 |
| TC3480 | <p>To approve the following in relation to the council's festive lighting provision for the town:</p> <ul style="list-style-type: none">• To purchase festive lights up to a total cost of £3,940.20 plus vat• To purchase additional festive lights for three trees with a maximum spend of £3,000 plus vat• To award the installation and dismantling of festive lights at a cost of £4,676.35 plus vat• To award the electrical safety and preparatory works contract at a total cost of £3,530.62 plus vat |

- TC3481 To approve remedial works to the Pavilion water system in line with the requirements of a HSG274(L8) Legionella hygiene requirements at a cost of £2,160 plus vat
- TC3482 To note the date of the next meeting - Monday 22nd September '25



**STONEHOUSE
TOWN COUNCIL**

**Minutes of a meeting of the Town Council
held Monday 21st July 2025 at the Town Hall**

Present:

Councillors: Councillors: John Callinan, Keren Capeling (Vice Chair of Council), Debbie Curtis, Keith Creighton, Marcus Dixon, Simon MacGregor, Val Randell, Keith Terry, Carol Trim and Theresa Watt

In Attendance: Carlos Novoth - Town Clerk; Dean Botterill (County Councillor) and several members of the public

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

A member of the public continued to raise her concerns about the condition of the pathways and walkways, with specific reference to those on the Meadow road estate. The individual has raised the matters on a number of occasions with council - She read out a statement which will be forwarded to the town council and county council for consideration. The Clerk highlighted the town council's efforts to drive improvements by GCC - this was also mentioned by Cllrs John Callinan and Theresa Watt.

County Councillor Dean Botterill answered by stating that he had a small budget £30,000 per year (to spend on the community) and explained his thoughts on the current contractual arrangements to undertake such works ie weeding, repairs to pathways etc in that the county council's contract is very expensive - he also stated that he was looking for a more viable alternative.

A further member of the public raised the issue of spending money on development works on the Ship Inn site when the town council did not have a lease - he asked how confident the town council was of securing a long term lease next spring. Cllr John Callinan explained the process to date to secure the land both in the short and long terms and the continued discussions held with Stroud District Council to find a community based solution. Land is currently held within SDC's General Fund

TC3458 To receive apologies

Apologies were received from Cllrs Neil Gibbs (Chair of Council), Carol Kambites, John Parker and Stephen Hunter

TC3459 To receive declarations of interest

Cllr Marcus Dixon in relation to Agenda item TC3464; Keith Terry and Keren Capeling on agenda items TC3466 and TC3470

TC3460 **To approve the minutes of the Town Council meeting of 23rd June '25**
Council **APPROVED** the minutes as a true and accurate record of the meeting

TC3461 **To receive reports from Chair of Town Council and town councillors**
Cllr John Callinan, Carol Kambites and Carol Trim attended the GAPTC AGM. There were concerns shown in relation to the organisation's accounts - the concerns were left unanswered.

TC3462 **To receive reports from County and District Councillors**
Ward Cllr Carol Kambites provided a written update in relation to Stroud District Council's activities and points of interest.
Cllr John Callinan is now a member of the Development Control Committee on SDC.
Dean Botterill sent through a late report - mention was made of Devolution and de-weeding on the highways. He also mentioned issues such as the potential of raising the British flag permanently and consideration of a Zebra crossing at Oldends Lane

TC3463 **To receive RFO's budget report and bank reconciliation June '25**
Council **RECEIVED** the updated budget report and **NOTED** its latest position - 'Actual Net' Income £215,739.28; 'Actual Net' Expenditure £142,957.04; Reserve Movement £7,189.52

Cllr Marcus Dixon left the meeting in light of his declared interest in TC3464 - 7.30pm

TC3464 **To approve the latest payment lists**
Council **APPROVED** BACS payments totalling £22,267.34;
RETROSPECTIVE APPROVAL for Debit Card payments totalling £338.28.
Council also **NOTED** Standing Order payments totalling £10,583.81 and Direct Debits £4,116.82.

Cllr Marcus Dixon returned to the meeting 7.35pm

TC3465 **To note changes to CCLA**
Cllr John Callinan raised the issue with Stroud District Council (current investors with CCLA) - he had a very positive response. Cllr Theresa Watt preferred to be cautious.
Council **NOTED** the recent changes within CCLA

TC3466 **To note changes within the Board of Trustees of Stonehouse Community Association:**

- **Cllr Keith Terry's resignation as a council representative on the Board of Trustees to become Chair of Stonehouse Community Association**
Council **NOTED** Cllr Keith Terry's resignation as the town council representative of Stonehouse Community Association
- **Cllr Keren Capeling becoming a Trustee on the Board of Trustees but not as a representative of the town council**

Council **NOTED** Cllr Keren Capeling becoming a Trustee on the Board of Trustees but not as a representative of the town council and,

- **approve a new council representative to SCA's Board of Trustees**

Concern was raised in relation to appointing a new council representative to act as a Trustee following a recent meeting with GRCC who is currently considering offering Stonehouse Community Association advice on Governance and other issues following an audit of the organisation.

Council **DEFERRED** the decision until after the audit by GRCC

- TC3467 To note the external auditor's findings following their audit of the Town Council's financial accounts for 2024/25**
Council **NOTED** the external auditor's findings, which will be formalised over the coming months.
- TC3468 To approve the installation of a pontoon on the canal-side of the Ship Inn site.**
Cllr Marcus Dixon proposed an amendment to the recommendation. The amendment read:
'To approve the installation of a pontoon on the canal-side of the Ship Inn site provided no payments are made or access permissions be given for bank work to commence by this council until approval documentation from SDC Planning is provided showing that the Pontoon is allowed under permitted development rights of Stroud Valleys Canal Company'.
The amendment to the recommendation was proposed and seconded and the revised recommendation **APPROVED**
- TC3469 To receive the draft minutes of Business Committee meeting of 7th July '25**
Council **RECEIVED** and **NOTED** the draft minutes
- TC3470 To receive draft minutes of Environment Committee meeting of 30th June '25 and approve its recommendation:**
Council **RECEIVED** and **NOTED** the draft minutes
- A. To seek permission from Gloucester Highways to install a pedestrian entrance to the Ship Inn site at the junction of Bristol road /Downton**
Council **RESOLVED** to seek permission from Glos County Council to approve the installation of a pedestrian gateway to the Ship Inn site at the junction of Bristol road and the running to Bridgend at an approx. cost of £150
 - B. To use the council's Earmarked Reserves for the installation works**
Council **APPROVED** the installation works
 - C. To award the installation contract to 'Contract Surfacing Company'**

Council **APPROVED** the award of the installation works to Contract Surfacing Company at a cost of £1,995 plus vat.

TC3471 To consider the concerns shared by 'Dawn Homes' in relation to the naming of the new housing development at land adjoining Station road

Council considered the Developer's concerns. Council felt however that the concerns were unfounded and that property buyers would not be significantly influenced by the name of a development, rather it would be influenced by the size of a property, the quality of its build, proximity to schools and transport networks and whether it presented value for money in the current market.

The town council's recommended name for the development was based on local history and a name known by many within the community as a businessman who supported the Stonehouse community for many years; Examples were provided at the meeting of other such names of well-known people known within the community that have recently been adopted by developers in nearby developments.

The town council considered options presented by the developer but thought as follows: 'Station road' would be confusing for the public as it might suggest that it is located near the operational railway station. 'Bond Court'/'Bond Lane'/'Bondend Lane', presumably made to reflect the connection with the nearby industrial estate of Bonds Mill, was considered to be too far from the development to make it an obvious choice. The Council therefore **RESOLVED** that it wished to remain with its original choice of name, 'John Vick's Close' for the new development.

TC3472 To approve festive lighting purchases and works

Details of quotes received from suppliers have only just been distributed and so insufficient time has been given to consider them.

Council **RESOLVED** to **DEFER** the matter to events working group to consider recommendations that would be considered at an extraordinary town council meeting in August.

TC3473 To note the date of the next town council meeting Monday 22nd September '25

Council **NOTED** the date of the next meeting

Public Bodies (Admission to Meetings) Act 1960

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

TC3474 To receive an update from HR Sub Committee and approve its recommendations

The Clerk provided an overview of current HR matters. Council showed a concern over lone working arrangements in the office. Mitigating measures were highlighted to deal with some of the concern. Although there was no specific reason given for the interest in this matter, it was suggested that HR Sub Committee might wish to review the lone working arrangements.

A Cllr asked for a proper sign to be made for the front door in case the offices had to be closed during normal office hours.

Notes on Agenda items, Full Town Council Monday 11th Augu77 2025

| | |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TC3477 - Minutes | See attached minutes |
| TC3478 – Payment list | See attached payment lists for BACS payments and Debit Card payments |
| TC3479 - Refund | See attached refund details |
| TC3480 – Festive Light | <p>The town's festive lighting is nearing the end of its useful life and plans need to be made to consider renewing them. In addition, the various power supplies used throughout the town have not been tested for some time. In the lead up to Christmas each year, the town council is constantly challenged by both faulty lights and power outlets creating uncertainty and panic to meet installation deadlines. It is for this reason that the following recommendations are being put to Full Town Council for approval:</p> <p>Provision of new Festive lights</p> <p>Three festive lighting suppliers ('Lite Ltd', 'Festive Lighting' and 'Blachere Ltd') have been engaged to provide costs for the following a) the purchase of new festive lighting and b) the installation and dismantling all new lighting :-</p> <p>New lighting to consist of:</p> <ul style="list-style-type: none"> • 2 x cross street displays. • 9 off Spiral Miniled Braids for lamp-posts • 3 off Wall Mounted Displays <p>Total costs are as follows: Lite Ltd – (£4,825 and £3,400 plus vat) Total £8,225 plus vat Blachere Ltd – (£3,940.20 and £4,676.35) Total £8,616.55 plus vat Festive lighting – £8,192.90 plus vat (the company did not include the cost of installation and dismantling within its costs)</p> <p>Conclusion: The town council has had dealings with Blachere in the past and so they are known to the council; this is reflected in the working group's recommendation below.</p> <p>Recommendation: To award the purchase of festive lights, their installation and dismantling for the 2025 festive season to Blachere Ltd at the price of £8,616.55 plus vat; this to be funded .from both Earmarked Reserves and General Reserves</p> <p>Additional lights and fixtures</p> <p>The original quotations (above) do not include for any STC current Christmas Trees or motifs being located in the "in situ" holders above certain shops within the High Street and does not include costs for any Christmas tree lights.</p> <ul style="list-style-type: none"> • Christmas Tree lights circa £1,500.00. • Small tree and motif install and dismantle by electrical contractor circa £2,000.00. <p>Recommendation: To authorise the Events working group in liaison with the Town Clerk a spend limit of £3,500 for the provision and installation of auxillary equipment; this to be funded in part through the revenue budget and partly through General Reserves</p> <p>Electrical testing</p> <p>Current electrical supply is in somewhat of a poor state and requires testing, upgrading and certifying. The council will also need to install new suitable anchor points for any cross-street displays. It has been difficult securing the interest of electrical contractors for this type of work and as such the council has found it challenging to secure the one quotation it has received from 'MD Electrical'. Officers are following up other leads to secure further quotes on the works detailed below:</p> <p>Works to include testing, certifying and repairing the 20 identified supplies, the removal of old tree lights, installing some new lamp-post adaptors, replacing old pharmacy ground box, and inspecting all old STC Christmas lights and trees for suitability (12 trees and 10 Motifs).</p> |

| | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>The quotation received to date was for £3,530.62 plus VAT @ 20% - (TOTAL £4,236.74) and was based on the rectification of faults potentially being subject to additional costs.</p> <p>Recommendation: For officers to secure additional quotations on the proviso that, by 30th August, should the council be unable to secure any further quotations, Officers, in liaison with the Chair and Vice Chair of Council, are given authorisation to award the work to MD Electrical at a cost of £3,530.62 plus vat. Costs are to be funded General Reserves</p> |
| TC3481 - Pavilion | <p>Earlier in the year, officers initiated a compliance inspection and report on legionella for the Sports Pavilion. It has taken some time to assess what was needed to rectify the issues and to find a contractor familiar enough with the causes of legionella to undertake remedial works to satisfy the report's recommendations. Issues from the report considers three main areas: a) design flaws on the water pipework and b) monitoring arrangements safety processes and c) training of employees</p> <p>This report deals with the former issue (a). As in many other instances, it has been difficult to secure the interest of knowledgeable contractors to deal with this very sensitive and at times complicated issue. Several contractors have been engaged but only one quotation has been received from 'Primary Water Solutions' for a total of £2,160 plus vat. Whilst this is less than ideal, time is ticking and we are duty bound to ensure that the necessary remedial works are undertaken as soon as possible to avoid any potential dangers to the pavilion users especially as the football season is due to commence.</p> <p>Issues in relation to monitoring arrangements going forward will be brought to council for consideration at a later date.</p> <p>Staff training has been undertaken through GAPTC</p> <p>Recommendation: For expediency, to approve the award of the remedial works to Primary Water Solutions at a cost of £2,160 plus vat; this work to be funded through General Reserves</p> |

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

BACS Approval List

| No | Payment Reference | Gross | Heading | Invoice date | Details | Invoice |
|--------------|-------------------|-------------------|---------|--------------|--------------------------------------------------------------------------------------------------|-----------|
| 4518 | | £96.00 | 1180/5 | 16/07/25 | DCR Domestic Appliances - Pod - installation of new dishwasher | 9703 |
| | | £96.00 | | | DCR Domestic Appliances - Total | |
| 4519 | | £24.00 | 1080/1 | 21/07/25 | Easy Window Cleaning - Aug '25 - TH | 28428 |
| | | £24.00 | | | Easy Window Cleaning - Total | |
| 4538 | | £400.00 | 1040/3 | 05/08/25 | Gill Sermon - Design & Artwork - Stonehouse News Issue 58 | 250508 |
| | | £400.00 | | | Gill Sermon - Total | |
| 4529 | | £322.15 | 1040/1 | 05/08/25 | Jireh Solutions Ltd - Aug '25 Contract | 33485 |
| 4531 | | £25.50 | 1040/1 | 05/08/25 | Jireh Solutions Ltd - Billable Hours - issue with Carlos's emails | 33421 |
| | | £347.65 | | | Jireh Solutions Ltd - Total | |
| 4510 | | £62.40 | 1190/2 | 16/07/25 | Kellaway Building Supplies Ltd - Dumpy Bag - Topsoil | |
| 4516 | | £62.40 | 1190/2 | 17/07/25 | Kellaway Building Supplies Ltd - 1 bag topsoil | 003155220 |
| | | £124.80 | | | Kellaway Building Supplies Ltd - Total | |
| 4530 | | £80.90 | 1040/5 | 05/08/25 | Prolific Solutions (South West) Ltd - Jul '25 - Printer TH | |
| | | £80.90 | | | Prolific Solutions (South West) Ltd - Total | |
| 4532 | | £72.00 | 1150/3 | 05/08/25 | Robert Acton - 4 x Litter Pick Bag Holders | 15447 |
| | | £72.00 | | | Robert Acton - Total | |
| 4527 | | £398.39 | 1150/3 | 05/08/25 | SSD Building Services - Intallation of extractor fan in workshop toilet | 21168 |
| 4528 | | £7,094.87 | 1150/3 | 05/08/25 | SSD Building Services - Install toilet facilities, soil pipe, plumbing and washbasin in workshop | 21144 |
| | | £7,493.26 | | | SSD Building Services - Total | |
| 4526 | | £9,185.29 | 1120 | 05/08/25 | Stroud District Council - Local Election Recharge | 401867341 |
| | | £9,185.29 | | | Stroud District Council - Total | |
| 4517 | | £2,952.60 | 1190/1 | 16/07/25 | T W Hawkins & Sons - July '25 - Contract mowing | 014169 |
| | | £2,952.60 | | | T W Hawkins & Sons - Total | |
| | | £4,068.31 | | | Confidential - Staff Costs | |
| Total | | £24,844.81 | | | | |

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

Debit Card Approval List

| No | Payment Reference | Gross | Heading | Invoice date | Details | Invoice |
|--------------|----------------------|----------------|---------|-----------------|-----------------------------------------------------------------------|---------|
| 4515 | | £0.59 | 1040/2 | 18/07/25 | Fasthosts - Wordpress Business - 12 month contract ending 18/07/26 | 1 |
| | | £0.59 | | | Fasthosts - Total | |
| 4520 | | £112.96 | 1150/3 | 24/07/25 | Rigby Taylor - R9 - 100% Ultra Fine Dwarf Rye Seed | |
| | | £112.96 | | | Rigby Taylor - Total | |
| 4539 | | £100.00 | 1030 | 05/08/25 | Tayntons Solicitors - Retainer | |
| | | £100.00 | | | Tayntons Solicitors - Total | |
| Total | | £213.55 | | | | |

Signature

Date

Signature

Stonehouse Town Council

Income transactions - receipts approval list

Start of year 01/04/25

Refund for Stall Fees Goodwill 2024

| Tn no | Ref. | Gross | Heading | Cttee Invoice date | Details | Ref. Total |
|-------|------|---------|---------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 723 | | -£36.00 | 205/1 | ENV 05/08/25 | Treena Kitchener - CONTRA - Stonehouse Goodwill 2024 stall x 1 (Tn 503 24/25). Treena decided £5m PLI was too expensive & requested a refund | |
| Total | | -£36.00 | | | | |

| | | | |
|-----------|-------|-----------|-------|
| Signature | _____ | Signature | _____ |
| Date | _____ | | |

