



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

M. Dixon

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.

A handwritten signature in dark ink, located in the bottom right corner of the page. The signature is stylized and appears to be a combination of initials and a surname.

Financial Budget Comparison

Comparison between 01/04/25 and 16/07/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

		2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
INCOME						
Town Business Committee						
100	Precept	£410,143.00	£0.00	£205,066.50	£205,076.50	-50.00%
105	Newsletter Advertising	£100.00	£0.00	£0.00	£100.00	-100.00%
120	Feed-in Tariff from Town Hall	£800.00	£0.00	£350.21	£449.79	-56.22%
125	Stonehouse Town FC lease	£600.00	£0.00	£0.00	£600.00	-100.00%
126	STFC Water Recharge	£200.00	£0.00	£0.00	£200.00	-100.00%
127	STFC Electric Recharge	£2,000.00	£0.00	£550.06	£1,449.94	-72.50%
130	Athletics Field Lease	£0.00	£0.00	£0.00	£0.00	0.00%
135	Phone Mast on Land	£6,000.00	£0.00	£0.00	£6,000.00	-100.00%
140	Building Lease at OEL	£637.00	£0.00	£0.00	£637.00	-100.00%
145	Magpies Social Club	£2,000.00	£0.00	£525.00	£1,475.00	-73.75%
150	Community Centre Lease	£500.00	£0.00	£0.00	£500.00	-100.00%
155	OEL Pitch Hire	£3,000.00	£0.00	£115.00	£2,885.00	-96.17%
160	Misc Income	£500.00	£0.00	£2,350.00	£1,850.00	370.00%
170	Investments Interest	£0.00	£0.00	£0.00	£0.00	0.00%
171	Bank Interest - Lloyds Bank	£0.00	£0.00	£0.00	£0.00	0.00%
172	Bank Interest - Charity A/C	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
173	Bank Interest - Natwest	£0.00	£0.00	£0.00	£0.00	0.00%
174	Bank interest - Cambridge BS	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
175	Town Hall/Library Recharges	£3,000.00	£0.00	£1,286.96	£1,713.04	-57.10%
176	Bank Interest - Nationwide	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
177	Bank Interest - Melton Building Society	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/25 and 16/07/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
178 CCLA Interest	£21,000.00	£0.00	£4,855.55	-£16,144.45	-76.88%
Total Town Business Committee	£458,480.00	£0.00	£215,099.28	-£243,380.72	-53.08%
Town Environment Committee					
200 Stonehouse in Bloom	£0.00	£0.00	£0.00	£0.00	0.00%
205 Event Income/Donations	£1,200.00	£0.00	£640.00	-£560.00	-46.67%
210 Planting Sponsorship	£0.00	£0.00	£0.00	£0.00	0.00%
215 Grants	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£1,200.00	£0.00	£640.00	-£560.00	-46.67%
Total Income	£459,680.00	£0.00	£215,739.28	-£243,940.72	-53.07%
EXPENDITURE					
Town Business Committee					
1000 Salaries	£223,800.00	£0.00	£51,428.15	£172,371.85	-77.02%
1010 Training & Recruitment	£3,000.00	£0.00	£1,332.98	£1,667.02	-55.57%
1020 Health & Safety	£2,500.00	£0.00	£809.17	£1,690.83	-67.63%
1030 Professional Fees	£8,000.00	£0.00	£1,353.39	£6,646.61	-83.08%
1040 IT support	£9,550.00	£0.00	£2,246.74	£7,303.26	-76.47%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	-100.00%
1060 Grants	£17,400.00	£2,200.00	£7,900.00	£11,700.00	-67.24%
1070 Town Hall/Library Shared Costs	£12,000.00	£0.00	£6,760.25	£5,239.75	-43.66%
1080 Town Hall/Library STC costs	£2,200.00	£0.00	£638.15	£1,561.85	-70.99%
1090 Admin Expenses	£9,250.00	£0.00	£2,480.78	£6,769.22	-73.18%
1100 Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	-100.00%
1110 Travel Costs/Staff & Councillors	£400.00	£0.00	£0.00	£400.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/25 and 16/07/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
1120 Election Costs	£0.00	£0.00	£0.00	£0.00	0.00%
1130 Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	-100.00%
1140 Pavilion Overheads	£12,900.00	£0.00	£2,831.92	£10,068.08	-78.05%
1150 Workshop Overheads	£3,300.00	£0.00	£924.18	£2,375.82	-71.99%
1160 Equipment & Vehicle Costs	£3,000.00	£550.00	£842.14	£2,707.86	-90.26%
1170 Youth Centre Workers	£66,000.00	£0.00	£32,500.50	£33,499.50	-50.76%
1180 Youth Centre Overheads	£8,800.00	£0.00	£2,996.03	£5,803.97	-65.95%
1200 Subscriptions	£3,500.00	£0.00	£2,646.45	£853.55	-24.39%
1210 Insurances	£8,000.00	£0.00	£8,988.70	£-988.70	12.36%
1220 Project Planning & Delivery	£0.00	£4,439.52	£4,439.52	£0.00	0.00%
1230 Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	-100.00%
Total Town Business Committee	£399,580.00	£7,189.52	£131,119.05	£275,650.47	-68.99%
Town Environment Committee					
1190 Amenity Areas	£48,800.00	£0.00	£9,110.92	£39,689.08	-81.33%
2000 Christmas Lights	£2,000.00	£0.00	£2,110.00	£-110.00	5.50%
2005 Climate Change	£0.00	£0.00	£0.00	£0.00	0.00%
2010 In Bloom	£0.00	£0.00	£0.00	£0.00	0.00%
2050 Cultural Events & Studies	£9,300.00	£0.00	£617.07	£8,682.93	-93.36%
2080 Neighbourhood Plan Review	£0.00	£0.00	£0.00	£0.00	0.00%
2090 Planning Specialist Advice	£0.00	£0.00	£0.00	£0.00	0.00%
Total Town Environment Committee	£60,100.00	£0.00	£11,837.99	£48,262.01	-80.30%
Total Expenditure	£459,680.00	£7,189.52	£142,957.04	£323,912.48	-70.46%

Financial Budget Comparison

Comparison between 01/04/25 and 16/07/25 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	Bal %age
Total Income	£459,680.00	£0.00	£215,739.28	-£243,940.72	53.07%
Total Expenditure	£459,680.00	£7,189.52	£142,957.04	£323,912.48	-70.46%
Total Net Balance	£0.00		£72,782.24	-£567,853.20	

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
4497		£2,000.00	1060/1	10/07/25	Allsorts - Grant approved at BC 7th July - B/881	
		£2,000.00			Allsorts - Total	
4495		£276.00	1190/4	08/07/25	Broxap - 90 Litre Round Litter Bin - Old Ends Lane	334966
		£276.00			Broxap - Total	
4493		£120.00		09/07/25	Clarian Property Services -	
	1	£60.00	1190/4		Drill holes for bike rack outside Medical Centre	
	2	£60.00	1070/5		Install blind in Town Hall Toilet	
		£120.00			Clarian Property Services - Total	
4482		£201.48	1080/2	26/06/25	Gloucestershire County Council - Jun '25 TH Cleaning	1800828030
		£201.48			Gloucestershire County Council - Total	
4500		£25.00	1200	14/07/25	GRCC - Membership 25/26	
		£25.00			GRCC - Total	
4483		£65.16	1150/5	30/06/25	Grundon Waste Management Ltd - Jun '25 - Waste - Workshop	1312384
		£65.16			Grundon Waste Management Ltd - Total	
4503		£250.00		09/07/25	Jo Mew Creative - Jun '25 - Website management, SIB and 'Welcome to Stonehouse' signage and draft food festival banner	1117
	1	£100.00	1040/2		Web management June '25	
	2	£100.00	1190/4		SIB Signage & Welcome to Stonehouse signage	
	3	£50.00	2050/3		Food Festival Banner Design	
		£250.00			Jo Mew Creative - Total	
4498		£289.00	1180/5	10/07/25	John Kerry - Dishwasher for the Pod	
		£289.00			John Kerry - Total	
4487		£14.99	1220/3	04/07/25	Kellaway Building Supplies Ltd - Ship Inn Site - Concreting sand x 2 & 1 bag of cement	003141293
4491		£33.42	1150/3	07/07/25	Kellaway Building Supplies Ltd - Trade Post Fix & Cloth Tape	3143363
4504		£81.69	1190/2	09/07/25	Kellaway Building Supplies Ltd - OEL - topsoil, pea shingle, mixing paddle	003146322
		£130.10			Kellaway Building Supplies Ltd - Total	
4499		£396.00	1090/3	10/07/25	Leaflet Distribution - Darren - Delivery of Newsletter - Issue 57	

Signature

Date

Signature

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
		£396.00			Leaflet Distribution - Darren - Total	
4496		£2,000.00	1060/1	10/07/25	Longfield Hospice Care - Grant approved at BC 7th July 2025 - B/881	
		£2,000.00			Longfield Hospice Care - Total	
4489		£154.73	1220/3	07/07/25	Marcus Dixon - Ship Inn Expenses - Fuel x 2, Hay bales (canal fest)	
4490		£64.87	1220/3	07/07/25	Marcus Dixon - Ship Inn Expenses - 2 x 6kg powder fire extinguisher	
		£219.60			Marcus Dixon - Total	
4501		£45.00	1090/3	14/07/25	MDL Kelex - SIB Brochures 2025 x 45	25009
		£45.00			MDL Kelex - Total	
4508		£16,250.00	1170	15/07/25	The Door - Quarter 2 - Youthwork	1457
		£16,250.00			The Door - Total	
Total		£22,267.34				

Signature

Date

Signature

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
4481		£125.02	1090/2	03/07/25	Adobe Systems Software - Adobe PDF Pack Subscription 2025/26	
		£125.02			Adobe Systems Software - Total	
4494		£2.55	1090/2	10/07/25	Co-Operative - Bottled Water for Litter Pick	
		£2.55			Co-Operative - Total	
4502		£18.98	1040/2	14/07/25	Fasthosts - Domain renewal - stonehousetowncouncil.com	81425408
		£18.98			Fasthosts - Total	
4486		£72.00	1160/1	03/07/25	Gordon Ellis & Co - Pagoda basket brackets x 10	220652
		£72.00			Gordon Ellis & Co - Total	
4485		£19.98	1160/1	03/07/25	Screwfix - Watering can - Workshop	2219769183
		£19.98			Screwfix - Total	
4480		£91.35	1220/3	03/07/25	Ultra Secure Direct - Security Post with top mounted eyelet	
		£91.35			Ultra Secure Direct - Total	
4506		£8.40	1040/4	15/07/25	Voipfone - July '25 - Renewal of number & PBX	1014775360
		£8.40			Voipfone - Total	
Total		£338.28				

Signature

Signature

Date



Purchase Day Book

Purchase Day Book

Showing only

Account type

All

Supplier

Type

All

Ledger Date before

Paid date before

Payment type

Ledger Date after

Paid date after

Reference

Direct Debit

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference	Paid
4464	10/06/25	061	BT	Internet - Pod - 1st Quarter	1180/9	£161.37	20% Standard	£32.27	£193.64	10/07/25	DD240625BT
4450	19/06/25		NEST	June 25	1000/1	£2,539.45	Outside the S	£0.00	£2,539.45	19/07/25	DD250625NES T
4453	20/06/25		Lloyds Bank	Jun '25 Bank Charges	1090/2	£8.50	Zero Rated	£0.00	£8.50	20/07/25	PAY170625LLO YDS
4454	20/06/25		Sky Mobile	Jun '25 CCTV Sim Card Ship Inn Site	1220/3	£10.00	Outside the S	£0.00	£10.00	20/07/25	DD180625SKY
4505	29/06/25	09617195	WaterPlus	Jun '25 - Water - Pavilion	1140/2	£163.15	Zero Rated	£0.00	£163.15	29/07/25	
4484	30/06/25	9002641	John Stayle Services Ltd	Jun '25 Fuel - Diesel	1160/3	£54.66	20% Standard	£10.93	£65.59	30/07/25	
4465	02/07/25	9525955	WaterPlus	June '25 - Water - Pod	1180/2	£13.88	Zero Rated	£0.00	£13.88	01/08/25	DD300625WAT ERPLUS
4472	02/07/25		Peninsula	July '25 - Monthly Contract	1030	£376.13	20% Standard	£75.23	£451.36	01/08/25	DD300625PENI NSULA
4473	02/07/25	2776305	YU Energy	Jun '25 - Electric - Library	1070/3	£39.55	5%	£1.98	£41.53	01/08/25	
4474	02/07/25	2776306	YU Energy	Jun '25 - Electric - Pavilion	1140/3	£297.04	5%	£14.85	£311.89	01/08/25	
4475	02/07/25	2776307	YU Energy	Jun '25 - Electric - Pod	1180/3	£78.31	5%	£3.92	£82.23	01/08/25	
4476	02/07/25	2776304	YU Energy	Jun '25 - Electric - TH	1070/3	£170.28	5%	£8.51	£178.79	01/08/25	
4488	03/07/25	02837766	YU Energy	Jun '25 - Gas - TH	1070/4	£9.75	5%	£0.49	£10.24	02/08/25	
4492	09/07/25	9728096	WaterPlus	June '25 - Water - TH	1070/2	£46.57	Zero Rated	£0.00	£46.57	08/08/25	
14	Transactions			Total		£3,968.64		£148.18	£4,116.82		

Noted

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		Payment		Paid	
No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Reference	Paid																				
4448	19/06/25		Staff Salaries	June 25	1000/1	£10,493.33	Outside the S	£0.00	£10,493.33	19/07/25	SO240625STA	FF																			
4447	16/06/25	24/1188/PP	PATA Payroll	June 2025 Payroll with Pension Service	1000/1	£90.48	Outside the S	£0.00	£90.48	16/07/25	SO300625PAT	A																			
Transactions					Total		£10,583.81		£0.00		£10,583.81																				

Handwritten signature/initials