



**Minutes of a meeting of the Town Council
held Monday 18th May 2026 at the Town Hall**

Present:

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

In Attendance: Carlos Novoth - Town Clerk and County Councillor Dean Botterill

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

A G E N D A

- TC3597 To appoint the Chair of Council/Town Mayor and receive their Declaration of Acceptance of Office**
A proposal was put forward by Cllr David Drew for the incumbent Chair to continue as Chair of Council; this was seconded by Cllr Theresa Watt; All voted in favour.
The Chair thanked Cllrs for their support and confirmed that he would be happy to continue in this role; he promptly signed the Declaration of Acceptance of Office in the presence of the Clerk.
Cllr John Callinan asked the Chair for an assurance that council business will exclude politics; Cllr John Parker confirmed that it would.
- TC3598 To appoint the Vice Chair of Council/Deputy Town Mayor and receive their Declaration of Acceptance of Office**
A proposal was put forward by Cllr Theresa Watt and Seconded by Cllr Carol Kambites with all voting in favour of Cllr Keren Capeling continuing her role as Vice Chair of Council. Cllr Capeling signed the Declaration of Acceptance of Office in the presence of the Clerk
- TC3599 To receive apologies**
There were no apologies
- TC3600 To receive declarations of interest**
There were no declarations of interest

- TC3601 To approve the minutes of the Town Council meeting of 20th April 2026**
Council **APPROVED** the minutes as a true and accurate record of the meeting
- TC3602 To note matters arising**
The Clerk highlighted the actions following decisions from the previous meeting.
Council **NOTED** the update
- TC3603 To receive questions from members of the public**
Cllr Botterill Dean raised the question as to whether the Thermal Heat Device purchased by the council had yet been used. It was explained that it hadn't as it was the wrong time of year; the optimum time to use the device was during the winter when there would be a distinct temperature difference between the inside and outside of a property.
- TC3604 To receive an update on the Annual Town Meeting held 14th May 2026**
The minutes of the Annual Town Meeting held on 14th May were distributed by email prior to the full town council meeting. It highlighted a very successful event with many grant recipients providing a brief overview of the importance of their organisation to the community and how the grants have helped them. Unfortunately, there were a number of award winners that were unable to attend the event; they will receive their award from the Chair of Council with a special thanks.
Council thanked the Deputy Clerk for her hard work in preparing the awards and the meeting.
Cllr Dave Drew highlighted that attendance was low on this occasion and based on feedback from residents, he felt more effort should be given in future to helping them understand how to nominate people for awards. It was suggested that the awards should be promoted more over a longer period.
Cllr Carol Kambites also felt it was unfortunate that there few residents in attendance as it would have been their opportunity to raise difficult questions to the council. It was noted however that council had raised the profile of its regular meetings and that this had led to such questions and discussions over the past year and therefore provided the public with more opportunities to do this rather than just the once per year at the Annual Town Meeting
- TC3605 To review and adopt Standing Orders and Financial Regulations**
The Council Standing Orders were last reviewed and approved on 17th November 2025. The document is based on NALCs (National Association of Local Councils) Model Standing Orders. There were no suggested amendments
Council **APPROVED** the current Standing Orders
The Council's Financial Regulations were last approved on 8th December 2025. There were no suggested amendments

Council therefore **APPROVED** the current Financial Regulations

TC3606 To approve the appointment of Councillors to Committees, Working Groups and representatives to external Organisations

A list had been distributed to all Cllrs ahead of the meeting with each identifying their preferences to the Committee, Council Working Groups and External group meetings they will be sitting on. The list was discussed and amendments made during discussion. Amendments were made to the main document on a track change basis for redistribution amongst Cllrs to ensure accuracy. In addition to the amendments, there was recognition that the Bristol Road Station working group still needed additional Member support. Furthermore, there was a question over whether the Cotswold Canals Exec Committee still existed as Cllr Marcus Dixon had never been asked to attend a meeting and nor had his predecessor. The Clerk was asked to find out.

Cllr David Drew asked about the connection the council had with GALC - Gloucestershire Association of Local Council's (formerly known as GAPTC). Cllr Callinan explained that GALC undertake the town council's annual internal audit each year offering good value for money and that as a result of the town council subscribing to GALC's support and advisory services, both he and Cllr Kambites provide input at their Annual General Meeting. Cllr Drew stated that GALC's management structure was not quite right.

The Clerk raised a concern about the council allowing a councillor representative to sit on the Board of Trustees of Stonehouse Community Association following advice from GRCC (Gloucestershire Rural Community Council); this provoked debate as there were other organisations the Clerk's concerns, although valid, would be manageable.

Council **APPROVED** the membership of both the council's Business Committee and Environment Committee, each of its Working Groups and representatives on External Organisations.

TC3607 To review and approve the Terms of Reference for Town Council, Business and Environment Committees and HR Subcommittee

It was noted that the Terms of Reference for HR Sub Committee was last reviewed in December 2025. There were no suggested amendments.

Council therefore **APPROVED** the Terms of Reference for:

- Town Council
- Business Committee
- Environment Committee
- HR Sub Committee

TC3608 To receive and note confirmation that Stonehouse Town Council retains the General Power of Competence

The Council **NOTED** that Stonehouse Town Council had met the eligibility criteria for retaining its General Power of Competence.

TC3609 To approve account signatories for the following bank and building society accounts:

- Lloyds Bank (Council's Operating Account)
- CCLA (Churches, Charities and Local Authorities)
- Charity Bank
- Nationwide Building Society
- Melton Building Society
- Cambridge Building Society

The Clerk raised concerns about potential delays in securing any signatory changes based on past and more recent experience. A proposal by Cllr Debbie Curtis was made to maintain the current list of signatories; the proposal was seconded by Cllr Keith Terry; All voted in favour.

Council **APPROVED** the current list of signatories for the council's Banks and Building Society accounts - these include Cllrs John Parker, Keren Capeling, Carol Kambites, Theresa Watt and Debbie Curtis

TC3610 To receive reports from Chair of Town Council and town councillors
Cllr Debbie Curtis attended the Cotswold Canals Connected (CCC) 'Community Engagement Working Group' and Cllr Carol Kambites attended SPICE's very enjoyable first birthday celebration down at the Ship Inn Community Space

TC3611 To receive and request reports from County and District Councillors
Town Council received written reports from County Councillor Dean Botterill and Ward Cllr Carol Kambites
Cllr John Callinan thanked Dean Botterill for his previous report to council and stated that he had now read up to page 26. Cllr Carol Kambites asked the county councillor the county's schedule for extending the current 20mph zones around Glos'. Councillor Dean Botterill explained that Stonehouse was not part of the first tranche of areas chosen and that there was currently a four year backlog of TROs (Traffic Regulation Orders). The county councillor was asked if he could influence the county in bringing forward the project in Stonehouse. In support of Ward Cllr Carol Kambites own update, she highlighted an additional piece of information - Stroud District Council were to spend £1M to improve 'Wallbridge'. Cllr Theresa Watt asked whether the Bristol Road Station was recorded as a CIL project with the District Council. Cllr Kambites said she would look into it and confirm the situation.

Council **NOTED** the detailed reports and thanked both Councillors

TC3612 To receive RFO's budget report and bank reconciliation for April '26
Council **NOTED** the bank reconciliation for April showed a closing balance of £256,442.09, as of 30th April 2026 .
Council had received the first half of the council's 2026/27 annual precept; budget codes 1030 (Professional fees) currently include payments to solicitors for the town green application with Land

Registry; 1060 (Grants) includes payments to the air ambulance service, Park Federation, Stroud Cricket Club and the Fig tree; 1150/3 (Maintenance) costs associated with the cladding work on the POD - cost to be covered through the use of Reserves; 1210/3 (Vehicle) van insurance.

Cllr John Callinan stated that he welcomed being given the opportunity to discuss last year's accounts in detail with the Clerk. The Clerk confirmed that a date would be set for the discussion.

Cllr David Drew asked if the Athletics Field at Stagholt could be brought to Business Committee for discussion.

Council **NOTED** the 'Actual Net' Expenditure totalling £47,848.46; 'Actual Net' Income of £217,307.55 and Reserve Movements of £179.50

TC3613 To approve the latest payment lists:

- **BACS payments**
Queries were raised in relation to payments to 'Jo Mews Creative' and 'Door to Door'
Council **APPROVED** BACS payments totalling £5,564.55
- **Debit Card payments (Retrospective approval)**
Council **RETROSPECTIVELY APPROVED** Debit Card payments totalling £209.10

And to Note the Standing order and Direct debit payments made since the previous full town council meeting

Council **NOTED** Standing order payments totalling £9,700.34 and Direct debit payments totalling £4,183.33.

TC3614 To note the latest Council Reserves

Council **NOTED** the current Reserves including the General Fund totalling £722,780.15. It was felt that the reserves should be taken to Business Committee for review.

TC3615 To receive the draft Minutes of Business Committee meeting 5th May 2026 and approve the following recommendations:

- **To approve the renewal of the council's Public and Employee insurance cover for 1st June 2026 to 31st May 2027 at a cost of £9,533.78**

Council **NOTED** the draft Business Committee minutes.

Council also **APPROVED** the renewal of the council's Public and Employee Liability insurance, to include cover of £100,000 for play equipment, with Hiscox Insurance at a cost of £9,533.78.

TC3616 To receive the draft minutes of Environment Committee meeting of 11th May 2026 and approve the following recommendations:

- **To approve completion of Phase 1 allotment works at Stagholt at a total cost of £23,976.90 plus vat to include the:**
 - **Removal of existing fence and installation of new fencing**

- **Creation of new pathway through existing hedgerow and additional allotment plots including accessible plots for disabled users**
- **Planting of a new hedgerow**
- **Installation of a new soakaway**

Councillors welcomed the prospect of extending the Council's allotments for the benefit of Stonehouse residents, citing the many years the allotments had been oversubscribed resulting in residents experiencing substantial delays in securing individual plots; it was noted that under legislation, the town council had a statutory duty to provide allotment land if there was evidence of a demand - the waiting list over a number of years had proven the need. Not only would the town council be meeting its duty, it would be providing the community with great value over the long term.

A proposal to award the works listed in the recommendation at a cost of £23,976.90 to a local company, 'JPR Environmental' was made by Cllr John Callinan and seconded by Cllr Keith Terry - fourteen Cllrs voted in favour - one Cllr abstained.

Council **APPROVED** the award of contract for allotment related works at a value of £23,976.90 to 'JPR Environmental'

TC3617

Date of next meeting - Monday 15th June 2026

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