

NP
22/7/26



STONEHOUSE
TOWN COUNCIL

**Minutes of a meeting of the Town Council
held Monday 15th June 2026 at the Town Hall**

Present:

Councillors: 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 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.

Public questions/comments

County Councillor Dean Botterill asked why he was not made aware of the recent change committed to by Glos County Council in respect of improving the road traffic crossing next to the Bonds Mill roundabout; he felt that having raised the matter with the county council, he should have been updated on progress. Cllr Botterill also asked whether there were other major highways projects/concerns that have been communicated directly to Glos County Council he should be made aware of. It was confirmed that whilst there were quite a number of highways issues generally, these have all been shared with him through the minutes of the town council's Transport and Highways working group meetings, to which he has been invited; there were no other major issues being discussed with the county council's current administration. It was also highlighted as a point of clarity that Cllr Botterill initially thought there were no problems with the crossing by Bonds Mill roundabout and that his thoughts had been widely shared on social media - it was considered therefore that he was not in favour of implementing improvements.

The lead councillor on the town council's Transport and Highways working group confirmed that Cllr Botterill will be kept updated on local highways issues.

TC3621 To receive apologies

Apologies were received from Cllrs John Callinan and Carol Trim

TC3622 To receive declarations of interest

Declarations of interest were noted by Cllrs Keith Terry and Keren Capeling in relation to Agenda item TC3628

TC3623 To approve the minutes of the Town Council meeting of 18th May 2026

Subject to the following minor amendments in relation to

- agenda item TC3611 resulting in the removal of reference to improvements to Wallbridge and
- agenda item TC3616 relating to a change in the number of Cllrs voting in favour of a decision from fourteen to thirteen Cllrs

Council **APPROVED** the minutes as true and accurate record of the meeting

TC3624 To note matters arising

The Clerk highlighted that at the time of writing the support papers for the meeting, he had intended to update the council's website with the most recent documents agreed by council. Unfortunately this has been delayed. Cllr Carol Kambites asked for the Working group memberships to be recirculated to Cllrs to confirm accuracy

TC3625 To receive reports from Chair of Town Council and town councillors
Cllr Theresa Watt attended meetings held by 'Stroud Valleys cycle path' group. Cllr Marcus Dixon confirmed that a very successful 'Nature environment day had been held at the Ship Inn Community space last at the weekend - he mentioned that a proportion of the event had been powered by Solar energy.

The Chair confirmed he had taken a group on a Tree walk

TC3626 To receive reports from County and District Councillors

Cllr Dean Botterill opened by stating that he would in future try and summarise his monthly reports to the town council and as a result would welcome feedback on the reports to ensure that he would be providing enough detail.

Cllr Carol Kambites had attended a number of extra meetings at Stroud District Council recently in relation to the Local Government Reorganisation (LGR) - the planned reorganisation may result in local elections being brought forward to May 2027.

Cllr Theresa Watt suggested that it was likely that an announcement would be made on the successor authority in Mid July this year.

There was discussion in relation to cost of elections to the town council; the Clerk was asked to seek confirmation of this and whether Stroud District Council would set aside funding to support the town/parish costs.

TC3627 To receive RFO's budget report and bank reconciliation for May '26

Council **NOTED** the latest Bank Reconciliation for May 2026 with an opening balance on 1st May '26 of £256,442.09 and a closing balance on 31st May '26 of £60,983.73.

Council also **NOTED** the latest budget report showing a 'Net Actual' Expenditure totalling £88,482.69; a 'Net Actual' Income of £217,301.98 and Reserve movements of £599.10.

TC3628 To approve the latest payment lists:

- **BACS payments**
Councillors Keith Terry and Keren Capeling remained in the meeting in case of questions but in light of their declared interest in agenda item TC3628 left the meeting prior to the vote at 7.26pm.
Council voted to **APPROVE** the BACS payment list totalling £19,137.41
Cllrs Keith Terry and Keren Capeling returned to the meeting at 7.27pm
- **Debit Card payments (Retrospective approval)**
Council **RETROSPECTIVELY APPROVED** the Debit card payments totalling £107.90

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

Council **NOTED** Standing Order and Direct Debit payments made since the last meeting or £10,733.99 and £4,031.08 respectively

TC3629 To receive the draft Minutes of Business Committee meeting 1st June 2026 and approve the following recommendations:

- **To receive and note the completed 2025/26 internal audit from GALC and note its recommendations**
Council **RECEIVED** the Annual Audit report produced by Gloucestershire Association of Local Council's following their audit on the town council in May 2026. Council **NOTED** the observations and minor recommendations.
- **To receive and note the 4th quarter ICC checks for 2025/26 financial year**
Council **RECEIVED** the report findings and **NOTED** the recommendations
- **To approve the 2025/26 Year End Accounts, Balance Sheet and Bank Reconciliation**
Council **APPROVED** the 2025/26 Year End Accounts
- **To approve the dates for the 'Exercise of Public Rights'**
Council **APPROVED** the dates for the Notice for the Exercise of Public Rights with the announcement date being Tuesday 16th June 2026; the commencement date being Wednesday 17th June 2026 and the end date being Tuesday 28th July 2026.

TC3630 To approve the Annual Governance Statement (AGS) for the 2025/26 financial year

Having discussed each of the ten individual criteria of the AGS, Council **APPROVED** the Annual Governance Statement establishing that the town council had a sound system of internal control, including arrangements for the preparation of the accounting statements. Both the Chair and Clerk signed the Annual Governance Statement

TC3631 To approve the 2025/26 Accounting Statements by Resolution and for the meeting's Presiding Officer to sign the Accounting Statements

In answer to a query raised by Business Committee, the Clerk confirmed that the end of year budget report would differ from the Accounting Statements in as much as the latter would include the financial year's Debtors and Creditors.

Council **RESOLVED** to **APPROVE** the 2025/26 Accounting Statements as provided in the supporting papers. Both the Chair and RFO signed the 'Accounting Statements for 2025/26'

TC3632 To discuss and determine whether to request that Stroud District Council include Stonehouse Town Council in the Community Governance Review 2025/26 and to establish their reasoning for the request.

The Chair provided an overview of what had been requested by Stroud District Council explaining that the review process would in all likelihood have taken before the next election but because the elections will be brought forward to May '27, the review was also brought forward. Having identified the list of reasons why a Parish/town council may wish to be included in a review, town councillors felt that none of these applied to Stonehouse. It was also thought that Standish was possibly included in the review due to the expansion of new housing north of Great Oldbury - it was less likely to do with the boundary between Standish and Stonehouse.

Discussion broadened to include the impending local Government Reorganisation with concerns being raised in relation to assets that may be transferred during the reorganisation. It was felt that attention needed to be given to identifying assets owned by both the county council and district council that could be of particular benefit to Stonehouse should those assets be transferred. It was agreed that the Clerk would formulate a list of known county and district land holdings/assets for future discussion

Council **RESOLVED** not to request inclusion in the forthcoming Community Governance Review

TC3633 To receive the draft Minutes of Environment Committee meeting of 8th June 2026.

Council **RECEIVED** and **NOTED** the draft minutes

TC3634 To receive an update from HR Sub Committee and to approve the following recommendation:

- To approve the temporary position of one day per week to support the watering regime during the summer months, up to the end of September.

The Clerk presented Council with an overview of the problems experienced by the Town Maintenance Officers in watering the town's flower planters due to the hot weather conditions; it was in this context that consideration was given by HR Sub Committee to providing Officers additional support that would enable them to continue with their key maintenance duties during the watering season. It was recognised that an existing staff member who was not already involved in the watering process was willing to work an additional six hours on the Monday of each week to help support the watering schedule.

The Officer would undertake the work on the same scale as the Town Maintenance Officer.

There was a question raised in relation to the value of the plants purchased this year - it was explained that this amounted to £3,000; it was commented that this justified the council's continued watering support during the summer season. It was also explained that the work of Stonehouse In Bloom (SIB) was being recognised in the 'Cotswold Life' magazine. In addition, the Clerk had identified that since the struggles to maintain the flower display during the last summer, SIB had made a number of improvements to reduce reliance on watering.

Council **APPROVED** the new short term post of 6 hours each Monday for the period of mid June to the end of September at a approximate total cost of £1,500 ; the actual cost would depend on the length of the watering season.

TC3635

Date of next meeting - Monday 20th July 2026

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

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Financial Budget Comparison

Comparison between 01/04/26 and 04/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/26

	2026/2027	Reserve Movements	Actual Net	Balance	Bal %age remaining
INCOME					
Town Business Committee					
100	£433,387.00	£0.00	£216,693.50	£216,693.50	-50.00%
105	Precept				
	£0.00	£0.00	£0.00	£0.00	0.00%
120	Newsletter Advertising				
	£1,000.00	£0.00	£0.00	£1,000.00	-100.00%
125	Feed-in Tariff from Town Hall				
	£600.00	£0.00	£0.00	£600.00	-100.00%
126	Stonehouse Town FC lease				
	£200.00	£0.00	£0.00	£200.00	-100.00%
127	STFC Water Recharge				
	£2,500.00	£0.00	£528.48	£1,971.52	-78.86%
130	STFC Electric Recharge				
	£0.00	£0.00	£0.00	£0.00	0.00%
135	Athletics Field Lease				
	£6,000.00	£0.00	£0.00	£6,000.00	-100.00%
140	Phone Mast on Land				
	£637.00	£0.00	£0.00	£637.00	-100.00%
145	Building Lease at OEL				
	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
150	Magpies Social Club				
	£500.00	£0.00	£0.00	£500.00	-100.00%
155	Community Centre Lease				
	£3,000.00	£0.00	£0.00	£3,000.00	-100.00%
160	OEL Pitch Hire				
	£500.00	£0.00	£0.00	£500.00	-100.00%
170	Misc Income				
	£0.00	£0.00	£0.00	£0.00	0.00%
171	Investments Interest				
	£0.00	£0.00	£0.00	£0.00	0.00%
172	Bank Interest - Lloyds Bank				
	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
173	Bank Interest - Charity A/C				
	£0.00	£0.00	£0.00	£0.00	0.00%
174	Bank Interest - Natwest				
	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
176	Bank interest - Cambridge BS				
	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
177	Bank Interest - Nationwide				
	£2,000.00	£0.00	£0.00	£2,000.00	-100.00%
178	Bank Interest - Melton Building Society				
	£18,000.00	£0.00	£0.00	£18,000.00	-100.00%
178	CCLA Interest				
	£0.00	£0.00	£0.00	£0.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/26 and 04/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/26

	2026/2027	Reserve Movements	Actual Net	Balance	Bal %age remaining
179 Town Hall/Library Recharges	£3,000.00	£0.00	£0.00	-£3,000.00	-100.00%
Total Town Business Committee	£479,324.00	£0.00	£217,221.98	-£262,102.02	-54.68%
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	£80.00	-£1,120.00	-93.33%
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%
Total Town Environment Committee	£1,200.00	£0.00	£80.00	-£1,120.00	-93.33%
Total Income	£480,524.00	£0.00	£217,301.98	-£263,222.02	-54.78%

EXPENDITURE

Town Business Committee					
1000 Salaries	£232,144.00	£0.00	£33,408.30	£198,735.70	85.61%
1010 Training & Recruitment	£3,000.00	£0.00	£290.00	£2,710.00	90.33%
1020 Health & Safety	£2,500.00	£0.00	£139.26	£2,360.74	94.43%
1030 Professional Fees	£6,000.00	£0.00	£3,227.26	£2,772.74	46.21%
1040 IT support	£8,650.00	£0.00	£1,727.48	£6,922.52	80.03%
1050 Office Equipment Renewals	£500.00	£0.00	£0.00	£500.00	100.00%
1060 Grants	£20,000.00	£0.00	£11,918.00	£8,082.00	40.41%
1070 Town Hall/Library Shared Costs	£14,000.00	£0.00	£4,859.20	£9,140.80	65.29%
1080 Town Hall/Library STC costs	£3,100.00	£0.00	£412.64	£2,687.36	86.69%
1090 Admin Expenses	£9,300.00	£0.00	£1,903.17	£7,396.83	79.54%
1100 Mayor's Charity & Expenses	£300.00	£0.00	£0.00	£300.00	100.00%
1110 Travel Costs/Staff & Councillors	£200.00	£0.00	£0.00	£200.00	100.00%

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Financial Budget Comparison

Comparison between 01/04/26 and 04/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/26

	2026/2027	Reserve Movements	Actual Net	Balance	Bal %age remaining
1120 Election Costs	£3,000.00	£0.00	£0.00	£3,000.00	100.00%
1130 Civic/Remembrance Parades	£180.00	£0.00	£0.00	£180.00	100.00%
1140 Pavilion Overheads	£13,500.00	£0.00	£2,303.87	£11,196.13	82.93%
1150 Workshop Overheads	£3,300.00	£0.00	£54.00	£3,246.00	98.36%
1160 Equipment & Vehicle Costs	£3,350.00	£0.00	£113.48	£3,236.52	96.61%
1170 Youth Centre Workers	£67,500.00	£0.00	£0.00	£67,500.00	100.00%
1180 Youth Centre Overheads	£10,100.00	£0.00	£8,404.39	£1,695.61	16.79%
1200 Subscriptions	£3,500.00	£0.00	£596.18	£2,903.82	82.97%
1210 Insurances	£9,500.00	£0.00	£9,723.38	£-223.38	-2.35%
1220 Project Planning & Delivery	£0.00	£599.10	£2,966.60	£-2,367.50	0.00%
1230 Climate Change	£5,000.00	£0.00	£0.00	£5,000.00	100.00%
Total Town Business Committee	£418,624.00	£599.10	£82,047.21	£337,175.89	80.54%
Town Environment Committee					
1190 Amenity Areas	£47,400.00	£0.00	£6,005.48	£41,394.52	87.33%
2000 Christmas Lights	£3,000.00	£0.00	£0.00	£3,000.00	100.00%
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	£11,300.00	£0.00	£430.00	£10,870.00	96.19%
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	£61,700.00	£0.00	£6,435.48	£55,264.52	89.57%
Total Expenditure	£480,324.00	£599.10	£88,482.69	£392,440.41	81.70%

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Financial Budget Comparison

Comparison between 01/04/26 and 04/06/26 inclusive. Includes due and unpaid transactions. Includes commitments.
Excludes transactions with an invoice date prior to 01/04/26

	2026/2027	Reserve Movements	Actual Net	Balance	Bal %age remaining
Total Income	£480,524.00	£0.00	£217,301.98	£263,222.02	-54.78%
Total Expenditure	£480,324.00	£599.10	£88,482.69	£392,440.41	81.70%
Total Net Balance	£200.00		£128,819.29		

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Purchase Day Book

Purchase Day Book

Showing only

Account type All

Supplier

Type All

Ledger Date before

Paid date before

Payment type

Direct Debit

Reference

Ledger Date after

Paid date after

Reference

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross Due	Payment Reference	Paid
5003	14/05/26	12507285	WaterPlus	May '26 - Water - Pod	1180/2	£20.89	Zero Rated	£0.00	£20.89	13/06/26	
5006	19/05/26		Lloyds Bank	May '26 Bank Charges	1090/2	£8.50	Zero Rated	£0.00	£8.50	18/06/26	PAY180526LLO YDS
5011	20/05/26		NEST	May 26	1000/1	£2,584.69	Outside the S	£0.00	£2,584.69	19/06/26	DD280526NES T
5012	20/05/26		Sky Mobile	May '26 CCTV Sim Card Ship Inn Site	1220/3	£13.00	Zero Rated	£0.00	£13.00	19/06/26	DD200526SKY
5022	29/05/26	12584221	WaterPlus	May '26 - Water - Pavilion	1140/2	£152.54	Zero Rated	£0.00	£152.54	28/06/26	
5023	30/05/26	005683893	Peninsula	June '26 - Monthly Contract	1030	£376.13	20% Standard	£75.23	£451.36	29/06/26	
5028	01/06/26		Adobe Systems Software	Subscription 26/27	1200	£104.18	20% Standard	£20.84	£125.02	01/07/26	
5032	01/06/26	03949690	YU Energy	May '26 - Electric - Pod	1180/3	£94.91	5%	£4.75	£99.66	01/07/26	
5033	01/06/26	03949688	YU Energy	May '26 - Electric - Library	1070/3	£53.98	5%	£2.70	£56.68	01/07/26	
5034	01/06/26	03949689	YU Energy	May '26 - Electric - Pavilion	1140/3	£440.23	20% Standard	£88.05	£528.28	01/07/26	
5031	03/06/26	03949687	YU Energy	May '26 - Electric - TH	1070/3	£182.03	5%	£9.10	£191.13	03/07/26	
11	Transactions				Total	£4,031.08			£200.67	£4,231.75	

2

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
5024		£241.92	1220/3	28/05/26	Abbey Loos - May '26 - Portaloo Hire - Ship Inn Site	85764
5035		£516.00	2050/3	03/06/26	Abbey Loos - 5 x Portaloo Hire - Canal Festival	85895
		£757.92			Abbey Loos - Total	
5038		£2,000.00	1060/1	03/06/26	Citizens Advice - Grant - Approved BC 5th May 2026 B/1011	
		£2,000.00			Citizens Advice - Total	
5016		£600.00	1090/3	21/05/26	Dor2Dor - Delivery of Stonehouse News Summer 2026	2491
		£600.00			Dor2Dor - Total	
5027		£26.40	1080/1	31/05/26	Easy Window Cleaning - June '26 - TH	35368
		£26.40			Easy Window Cleaning - Total	
5021		£640.00	1040/3	27/05/26	██████████ - Design & Artwork - Stonehouse News Issue 61	61
		£640.00			██████████ - Total	
5030		£210.26	1080/2	02/06/26	Gloucestershire County Council - May '26 - Cleaning - TH	1800910095
		£210.26			Gloucestershire County Council - Total	
5018		£100.00	1200	22/05/26	Gloucestershire Playing Fields Association - Membership 26/27	
		£100.00			Gloucestershire Playing Fields Association - Total	
5042		£8,991.70	1210/1	04/06/26	Hiscox Insurance Company Limited - 2026/27 Insurance Renewal	
		£8,991.70			Hiscox Insurance Company Limited - Total	
5026		£322.15	1040/1	01/06/26	Jireh Solutions Ltd - June '26 Contract	35890
		£322.15			Jireh Solutions Ltd - Total	
5043		£554.80	1180/5	04/06/26	Marlyn Home Services - Cladding works to the Pod - BC 5th May '26 B/1012	
		£554.80			Marlyn Home Services - Total	
5013		£360.00	1200	21/05/26	Parish Online - Subscription - 26/27 (Payable to Local Authority Technology)	23UF044-0010
		£360.00			Parish Online - Total	

Signature

Date

Signature

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

BACS Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
5025		£88.32	1040/5	29/05/26	Prolific Solutions (South West) Ltd - May '26 - Printer TH	12921
		£88.32			Prolific Solutions (South West) Ltd - Total	
5017		£167.11	1020	12/05/26	Sevenside Safety Supplies Ltd - Safety boots, 2 x safety glasses - PC	484900
		£167.11			Sevenside Safety Supplies Ltd - Total	
5014		£32.40	1150/5	30/04/26	Smiths Gloucester LTD - Apr '26 - Waste - Workshop	591477
5044		£32.40	1150/5	04/06/26	Smiths Gloucester LTD - May '26 - Waste - Workshop	596151
		£64.80			Smiths Gloucester LTD - Total	
5036		£1,080.00	1060/1	03/06/26	Stonehouse Community Association - Grant - Approved 2nd March 2026 B/979	
		£1,080.00			Stonehouse Community Association - Total	
5020		£2,775.95	1190/1	26/05/26	T W Hawkins & Sons - May '26 - Contract Mowing	14737
		£2,775.95			T W Hawkins & Sons - Total	
5037		£398.00	1060/1	03/06/26	The Endowed Schools (Stonehouse School Trustees) - Grant - Approved BC 5th May 2026 B/1011	
		£398.00			The Endowed Schools (Stonehouse School Trustees) - Total	
Total		£19,137.41				

Signature

Signature

Date

Stonehouse Town Council

Expenditure transactions - approval list

Start of year 01/04/26

Supplier totals will include confidential items

Debit Card Approval List

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
5019	DEB20052 6FASTHOS TS	£13.20	1040/2	26/05/26	Fasthosts - May '26 Website Hosting	86058021
		£13.20			Fasthosts - Total	
5015	DEB22052 6VIKING	£94.70	1140/6	21/05/26	Viking - Pavilion - hand towels, toilet rolls, wipes, delivery	4410735283
		£94.70			Viking - Total	
Total		£107.90				

Signature _____
Date _____

Signature _____

Purchase Day Book

Purchase Day Book

Showing only Account type All

Ledger Date before

Ledger Date after

Paid date before

Paid date after

Payment type

Reference

Standing Order

Supplier

Type

All

No.	Date	Invoice no.	Supplier	Details	Heading	Net	Vat type	Vat	Gross	Due	Payment Reference	Paid
5007	19/05/26	25/1018/PP	PATA Payroll	May 26 Payroll with Pension Service	1000/1	£112.75	Outside the S	£0.00	£112.75	18/06/26	SO280526PAT A	08/05/26
5009	19/05/26		Staff Salaries	May 26	1000/1	£10,621.24	Outside the S	£0.00	£10,621.24	18/06/26	SO260526STA FF	26/05/26

2

Transactions

Total

£10,733.99

£10,733.99

Purchase Day Book

Showing only Account type All				Ledger Date before		Ledger Date after	
Supplier				Paid date before		Paid date after	
Type	All	Heading	Details	Net	Vat type	Vat	Gross Due
Type All				£112.75	Outside the S	£0.00	£112.75
5007		May 26 Payroll with Pension Service	May 26	£10,621.24	Outside the S	£0.00	£10,621.24
5009		Staff Salaries	May 26	£10,621.24	Outside the S	£0.00	£10,621.24
Total				£10,733.99		£0.00	£10,733.99

2 Transactions

2

