



Bishopstoke Parish Council

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**Members of the Parish Council are summoned to attend a meeting on
Tuesday 8th November 2022 at 7.30pm at Bishopstoke Methodist Church, Sedgwick Road.
This meeting is open to the public.**

AGENDA

PUBLIC SESSION

Presentation from Mike Gilham (Community Development Officer) on Bee and Tree corridors

1. Apologies for absence
2. To adopt and sign Minutes of the Parish Council meetings held on 27 September 2022
3. Declarations of Interest and Requests for Dispensations
4. Reports from Committees, Working Groups, Officers and Councillors
5. To consider the Council's position regarding the transfer of the Strawberry Mead open space
6. To agree how the Council wishes to deal with apologies
7. To approve the continued membership of and contributions to external bodies
8. To consider signing up for the Greening Campaign
9. To consider content for the next press release
10. To agree the date, time and place for the next meetings

D L Wheal
Clerk to Bishopstoke Parish Council
2nd November 2022

**Minutes of a Meeting of the Bishopstoke Parish Council
held at Bishopstoke Methodist Church
commencing at 7.30pm on 27 September 2022**

Present: Councillor Ray Dean (Chair)
Councillor Louise Hillier-Wheal (Vice Chair) (until para 45)
Councillor Ralph Candy
Councillor Andrew Daly
Councillor Anne Dean
Councillor Sue Lynch
Councillor Mike Thornton (from para 34.2)
Councillor Gin Tidridge

In Attendance: Mr David Wheal (Clerk to Bishopstoke Parish Council)
Mrs Alex Luck (Assets Officer to Bishopstoke Parish Council)

Public Session 0 members of the public were present.

Prior to the main body of the meeting the Clerk introduced Mrs Alex Luck, who had recently been appointed as the Assets Officer for Bishopstoke Parish Council. Mrs Luck was welcomed by the Council.

FULL_2223_M03/

31 Apologies for Absence

31.1 Apologies had been received and were accepted from Cllrs Francis, Lyon, C McKeone, D McKeone, Moore and Winstanley.

32 To adopt and sign Minutes of the Parish Council meeting held on 12 July 2022

32.1 The minutes of the above meeting had been included in the document pack for this meeting.

32.2 Proposed Cllr Daly, Seconded Cllr Lynch, **RESOLVED** with 6 in favour and 1 abstaining that the minutes of the Parish Council meeting held on 12 July 2022 be adopted as a true record.

33 Declarations of Interest and Requests for Dispensations

33.1 There were no declarations or requests.

34 Reports from Committees, Working Groups, Officers and Councillors

34.1 The resolutions from Council Committees were noted.

Cllr Thornton arrived at this point.

34.2 Cllrs Hillier-Wheal and Tidridge were concerned that no progress had been made on the Cemetery Gates and that the initial list of concerns regarding Bow Lake Gardens had not been passed to Cllr Hillier-Wheal. The Clerk apologised that the Cemetery Gates project had been delayed and noted that he was waiting for a response from the Borough Council over Bow Lake Gardens and that the full report would be presented at the next Assets meeting. Cllr Tidridge, as Chair of Assets, requested that the Assets meeting that had been replaced by this Full Council meeting be rescheduled and that the report on Bow Lake Gardens be sent to Committee members.

Action: Clerk

34.3 Proposed Cllr R Dean, Seconded Cllr Thornton, **RESOLVED** with 6 in favour and 2 abstaining that the Parish Council indicate to the Borough that they do wish to accept the transfer of the land [at Bow Lake Gardens], but only subject to certain works still to be agreed to be carried out first.

34.4 Proposed Cllr R Dean, Seconded Cllr Tidridge, **RESOLVED** unanimously that the Council adopt the Communications Working Group Terms of Reference.

34.5 The Clerk's report was noted. The Clerk gave a verbal update informing the Council that following the sad passing of Queen Elizabeth II the Clerk updated the Council website and Facebook according to the guidelines and a statement from the Chair was published. The decision was taken to cancel the Carnival which was a blow. Fortunately, most people, including all those providing stalls and entertainment, understood the decision and supported it. Representatives of the Carnival group will be visiting Stoke Park Junior School and Robin's Nest play school to thank the children for their hard work. The Clerk requested that if Cllrs are aware of any other families or groups that had built river floats they ask them to contact the Clerk as we would still like to award prizes for the best entries.

Since the last Council meeting Cllr Parker-Jones has contacted the Chair to submit her resignation from the Parish Council. This was communicated to the Borough Council elections officer and a notice was published indicating that residents of the Whalesmead ward could request a by election to fill the vacancy if they did so by September 28th (later updated to the 29th following the death of the Queen). Should fewer than 10 residents request an election the Council would then be able to fill the vacancy by co-option. The Council passed a co-option policy last year which we would follow if needed.

The work at Blackberry Drive play area is now complete bar a minor adjustment to the balance trail. The new picnic area there is also nearly completed and will soon be open to the public. The Clerk has received several messages thanking the Council for both the Jubilee benches and the raised seating around the open space there. Stoke Common play area is due to have the work on the fence and gate area begin this week.

Cllr Hillier-Wheal asked for any positive feedback on the Play Area Village Trail project to be collated and passed to Councillors. Cllr Tidridge asked for any photos related to Carnival winners to be included in the next newsletter (with their permission).

Action: Clerk

The Council were highly concerned regarding the situation with Bow Lake Gardens and agreed that the Clerk be asked to write to the Chief Executive of the Borough Council expressing their anger and disappointment at what has occurred.

Action: Clerk

The Council expressed their continued frustration at the lack of progress in the transfer of the assets at the Brookfield / Strawberry Mead estate. The Clerk was requested to add discussion of the situation and the potential of rejecting the transfer to the next Full Council agenda.

Action: Clerk

Initial: _____ Date: _____

Cllr Daly indicated that there is still a Carnival road closure notice on the bus stop at Riverside and the Clerk was asked to remove it.

Action: Clerk

The Clerk was asked to write to the Working Men's Club to ask their views on the plan for the War Memorial.

Action: Clerk

34.6 Cllr Tidridge reported that, as an Eastleigh Borough Councillor for Bishopstoke, she had attended a wreath-laying ceremony for the Queen on 10th September and the reading of the proclamation on 11th September, that the Bishopstoke, Fair Oak and Horton Heath Local Area Committee are due to meet on 28th September and that the lighting on the footpath along Alan Drayton Way is still not functional.

35 To approve and adopt the audited annual return for the year to 31 March 2022

35.1 The report from the external auditors had been included with the document pack. Once again there were no problems noted by the auditors and the Council has a clean bill of financial health. The Clerk offered his congratulations and thanks to the RFO for her work on the Council finances.

35.2 Proposed Cllr R Dean, Seconded Cllr Thornton, **RESOLVED** unanimously that the Council approve and adopt the audited annual return for the year to 31 March 2022.

36 To opt into the SAAA external audit arrangements for the period 2022-23 until 2026-27

36.1 Papers outlining the proposal and the problems associated with opting out had been included in the document pack.

36.2 Proposed Cllr R Dean, Seconded Cllr Daly, **RESOLVED** unanimously that the Council opt into the SAAA external audit arrangements for the period 2022-23 until 2026-27.

37 To discuss the HALC AGM Special Motion and decide how the Council will vote

37.1 The HALC constitution and a paper explaining the proposed changes had been included with the document pack.

37.2 Proposed Cllr R Dean, Seconded Cllr Lynch, **RESOLVED** unanimously that the Council support the proposed Special Motion.

38 To approve the appointment of Cllr Lyon to the Finance Committee

38.1 The Clerk noted that following the resignation of Cllr Parker-Jones there was still a need for further members of the Finance Committee even after Cllr Lyon's appointment.

38.2 Proposed Cllr A Dean, Seconded Cllr Thornton, **RESOLVED** unanimously that Cllr Lyon be appointed to the Finance Committee.

39 To discuss the current CIP list and request any changes

39.1 The current Community Investment Programme list had been included with the document pack.

39.2 The Clerk informed the Council that an initial inspection of the buildings at Underwood Road allotments had now been completed and both the Warwick Shed and the Machinery Shed are in a poor state of repair and should be removed in the near future. The Clerk outlined a potential project to

Initial: _____ Date: _____

remove those two buildings, as well as the allotment shop and toilets, and to construct a new allotment shop, storage and toilet block where the current shop sits, with the two other spots to be converted to parking. Additionally there are already plans to rescrape the parking at the top of the site and possibly create new parking on the far side of the side. Altogether this would give approximately a dozen parking spaces for the site as well as much improved amenities. The first assessment of cost is that it could be around £50,000 to £70,000. Cllrs Tidridge and R Dean recommended the Clerk contact the Local Area Committee manager as there may be current developers' contributions that can be used for this project.

Action: Clerk

39.3 Cllrs were asked to provide a rough outline for any other projects they wish to see included on the list to the RFO by the 4th October for inclusion in the next Finance Committee meeting.

Actions: Cllrs

40 To review standing orders

40.1 Standing Orders had been included in the document pack for the meeting. The only change since the last time the Orders were approved is to clarify how votes are recorded which was agreed at a previous Council meeting.

40.2 Proposed Cllr Candy, Seconded Cllr Daly, **RESOLVED** unanimously that the Standing Orders be approved.

41 To approve the Bishopstoke Champion procedure

41.1 The proposed Bishopstoke Champion procedure had been included in the document pack. Cllr Hillier-Wheal noted that the form specified nominees be either under 18 or over 18 and asked that it be amended to include those who are 18.

Action: Clerk

41.2 Proposed Cllr Tidridge, Seconded Cllr R Dean, **RESOLVED** unanimously that the Bishopstoke Champion procedure be approved.

42 To support the establishment of a nature reserve on the site of Stoke Park Farm

42.1 Cllr Tidridge outlined her vision of what the proposed nature reserve could look like and explained the reasons behind the Borough Council's purchase of Stoke Park Farm and its future use to offset pollution caused by development. The land has to remain undeveloped and the Local Area Committee felt that the creation of a nature reserve would not only ensure it remained undeveloped but would also be a beautiful enhancement of the land and an asset for Bishopstoke. Cllr Daly asked about the existing farm dwellings and Cllr Thornton asked that an educational facility be included and that traditional English meadow flowers be used, but also had concerns about increasing the number of rights of way on land that is meant to be unspoiled. Cllr Tidridge noted that the farm dwellings are planned to remain being let out, agreed with the idea of an educational facility and explained that the rights of way would only be on paths and tracks that are already being used.

42.1 Proposed Cllr Tidridge, Seconded Cllr R Dean, **RESOLVED** unanimously that Bishopstoke Parish Council support to proposal to create a nature reserve on the site of Stoke Park Farm.

43 To request improved consultation for the Council and residents regarding One Horton Heath

43.1 Cllr Tidridge noted that One Horton Heath is on the borders of Bishopstoke Parish and will have a potentially dramatic impact on the Parish, particularly in terms of traffic, yet the Parish has no input into decisions being made for the project. Cllr Tidridge requested that the Council write to the

Initial: _____ Date: _____

Borough Council to request more and better consultation with both the Parish Council and residents regarding One Horton Heath.

43.2 Proposed Cllr Tidridge, Seconded Cllr Candy, **RESOLVED** unanimously that Bishopstoke Parish Council write to the Borough Council to request more and better consultation with both the Parish Council and residents regarding One Horton Heath.

44 To request consultation for the Council and residents regarding land purchased by the Borough Council either within or bordering Bishopstoke

44.1 Cllr Tidridge noted that this proposal is tied to the one detailed in Minute 42. The current situations regarding Stoke Park Farm and One Horton Heath show a need for better communications and consultation from the Borough Council when it makes decisions about land that is either within or bordering the Parish. Cllr Tidridge requested that the Council write to the Borough Council to request better communication and consultation generally regarding land within and bordering the Parish, but also specific consultation regarding the use of land already purchased at Stoke Park Farm.

44.2 Proposed Cllr Tidridge, Seconded Cllr Hillier-Wheel, **RESOLVED** unanimously that Bishopstoke Parish Council write to the Borough Council to request consultation over the use of land purchased by the Borough Council either within or bordering Bishopstoke.

Cllr Hillier-Wheel left at this point.

45 To approve the amended allotment tenancy agreement and agree the Council's position on joint tenancies and the use of hosepipes

45.1 The draft allotment tenancy agreement, allotment rules and various other allotment documents had been included with the document pack for the meeting.

45.2 The Clerk outlined the process that had been gone through and highlighted the amendments that had come about as a result. The Clerk also noted two problems that had come to light during the process – that of hosepipe use and also the different types of tenancy available.

45.3 Following discussion the Council agreed that they would allow the use of hosepipes for watering plots as well as filling water containers, but the ban on irrigation systems and sprinklers would continue. The Council also agreed that allotment fees would have to rise as a result of the increased use of water.

45.4 Proposed Cllr Tidridge, Seconded Cllr A Dean, **RESOLVED** unanimously that the use of hosepipes to water plots be permitted.

45.5 After another discussion on joint tenancies and primary / secondary tenancies the Council agreed that joint tenancies would continue to be allowed, but that all other tenancies would become single tenancies. Every tenant will be expected to provide a list giving details of anyone who will be helping them to maintain their plot.

45.6 Proposed Cllr Thornton, Seconded Cllr Tidridge, **RESOLVED** with 6 in favour and 1 abstaining that joint tenancies be continued and all other tenancies become single tenancies.

45.7 Proposed Cllr Thornton, Seconded Cllr R Dean, **RESOLVED** unanimously that the amended draft tenancy agreement and allotment rules be approved.

Initial: _____ Date: _____

46 To consider content for the next press release

46.1 The Council agreed that the next press release would include The Queen; Carnival and River Float prizes; the allotment tenancy agreement; the Council's support for the nature reserve proposal; the audit; the play area village trail prize and the announcement of the Bishopstoke Champion award.

47 To agree the date, time and place for the next meetings

47.1 The next meeting will take place on Tuesday November 8th. It will take place at 7:30pm at the Bishopstoke Methodist Church. The Clerk requested any agenda items and supporting papers be with him by November 1st.

47.2 Cllr R Dean gave his apologies for the meeting.

There being no further business, the Chair closed the meeting at 9:30pm

DRAFT

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Full Council - 8th November 2022 Recommendations and Resolutions

Committee Resolutions – to note

Assets

25th October – ASSETS_2223_M03

- Item 25.2 That the minutes of the Assets Committee meeting held on 26 July be adopted as a true record.
- Item 28.2 That the replacement of the bins and benches within Blackberry Drive play area go ahead subject to the funds being available or approved.

Finance

25th October – FIN_2223_M03

- Item 19.1 Cllr Winstanley elected as Chair of the Finance Committee for the coming year.
- Item 20.1 Cllr C McKeone elected as Vice Chair of the Finance Committee for the coming year.
- Item 22.2 That the minutes of the Finance Committee meeting held on 9 August be adopted as a true record.
- Item 24.2 That the finance reports be approved.
- Item 31.2 To approve a grant of £929.32 to the Highbridge Conservation Group.

Planning

27th September – PLAN_2223_M07

- Item 46.2 That the minutes of the Planning Committee meeting held on 14 June be adopted as a true record.
- Item 48.3 To approve the agreed upon planning application responses.

11th October – PLAN_2223_M08

- Item 52.2 That the minutes of the Planning Committee meeting held on 27 September be adopted as a true record.
- Item 57.1 Confidential business.

People

25th October – PPL_2223_M02

- Item 9.4 That the minutes of the Human Resources Committee meeting held on 4 July be adopted as a true record.
- Item 12.2 That the Vexatious Complaints Policy be adopted.

Committee Recommendations – to vote upon

Assets

25th October – ASSETS_2223_M03

No recommendations

Finance

25th October – FIN_2223_M03

Item 25.2 That the Council approve the Burial Board fees for the year 2023/24.

Item 26.2 That the Council enter a three year insurance deal with BHIB.

Item 27.2 That the Council maintain travel token funding of £4,000 for the year 2023/24 and keep the base level of tokens at 120.

Item 28.2 That the Council vire £1,500 from reserves for staff training purposes.

Planning

27th September – PLAN_2223_M07

No recommendations

11th October – PLAN_2223_M08

No recommendations

Working Group Recommendations

Communications Working Group

No recommendations

Carnival Working Group

No recommendations

Village Trail Working Group

No recommendations

Climate Change Working Group

No recommendations

Glebe Meadow Working Group

No recommendations

Full Council - Clerk's report 8th November 2022

Clerk's Report

Actions from previous meetings

FULL_2223_M01/Item 11.2 Regarding training on the audit process and financial reports
The RFO will be arranging this training.

FULL_2223_M03/Item 34.2 Regarding Bow Lake Gardens and the Assets Committee
The meeting was rearranged for 25th October and the report has been sent to Assets Committee members.

FULL_2223_M03/Item 34.5 Regarding the newsletter
Carnival winners will be included in the newsletter, assuming permission is granted.

FULL_2223_M03/Item 34.5 Regarding Bow Lake Gardens
The Clerk has written to the Chief Executive of EBC regarding Bow Lake Gardens.

FULL_2223_M03/Item 34.5 Regarding Blackberry Drive open space
The discussion of this matter is on this agenda as requested.

FULL_2223_M03/Item 34.5 Regarding a Carnival notice on the bus stop at Riverside
This notice was actually placed by the Borough Council. They will be asked to remove it.

FULL_2223_M03/Item 34.5 Regarding the War Memorial
The Clerk has written to the Working Men's Club as requested.

FULL_2223_M03/Item 39.2 Regarding Underwood Road Allotments
The Clerk has contacted the Local Area Manager regarding possible funding for this project.

FULL_2223_M03/Item 41.1 Regarding the Bishopstoke Champion Award
The form has been amended to not exclude 18-year-olds.

Other Items

Asset Transfers – Asset transfers are currently on hold as the Borough Council no longer has any staff dedicated to the process. It is hoped that we may be able to continue with Sewall Drive as that only requires the developer to give permission for us to access the site so that we can start modifying the building for use and the Borough can put standpipes in as promised.

The latest on Bow Lake Gardens allotments and open space is still that we await a response from the Borough Council to the list of problems that have been identified prior to being able to reconsider the transfer at Full Council. Similarly, the proposed Rose Close transfer is waiting for the Borough to give a final red line map showing what is actually included in the proposal.

Allotments – Rent letters have gone out with the new tenancy agreements and separate rules pack. This has included the changes agreed at the last Full Council to allow hosepipe use and to limit tenancies to either joint or single, with a list of approved helpers. In order to facilitate this without

causing complaints from plot holders Council Officers have created a sunset version of the new agreement for those on primary / secondary tenancies. This will allow them to continue with the designated secondary tenant and the rights that apply but as soon as either tenant gives up a new single tenancy agreement will be signed. The qualification for a joint tenancy has been extended from “husband and wife living at the same address” to “anyone couple, married or in a relationship, who live at the same address”.

Office – The prospects of using the YZone as a Parish Office have almost vanished due to the extensive use of the building by the Bridge. We have now switched back to attempting to gain access to the new allotment building at Sewall Drive. The current parish office will be demolished at the same time as the Memorial Hall and work is in progress to arrange alternative storage for everything the Parish wishes to keep. Some of the storage will need to be easily and regularly accessible but most can be longer term. Recently a small leak was discovered at the office which should not impact anything as the contents are being relocated. Work is also in progress to cancel the phone line, the broadband and the electric supply. The website has been updated to remove the office number as a contact and all documentation will be checked for the same purpose.

Burial Matters – To date there have been 4 burials (2 of which were new) and 11 ashes interments (6 of which were new) up to the end of October. Work continues in St Marys to finish the fencing projects.

Play Areas – There is nothing new to report regarding play areas.

Open Spaces – There is nothing new to report regarding open spaces

Defibrillators – The cabinets at Stokewood Surgery and Bishopstoke Methodist Church are now fully installed and the one for the Bishopstoke Community Centre is being arranged. I recently met with Rob White from the Bishopstoke Community Fund to discuss the final positioning of the last two cabinets. It is hoped that we can site one on the entry road to Underwood Road and the other next to a lamppost on Sewall Drive outside the allotments, either connected to the lamppost power or via armoured cable to the allotment building.

Civility and Respect Project - Throughout the local government sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils. The National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project. Over the course of the next month I will be sending details to all Councillors on the various parts of this project with the aim of having a discussion on signing up to the project as an agenda item in January.

Carnival - Plans are already underway for next year’s Carnival. This will feature the usual Carnival fete and associated activities on Sunday 17th September, but also the first Bishopstoke Sports Day will be held on the open space at Blackberry Drive on Saturday 3rd June. The Carnival Team also visited both Robins Nest pre-school and Stoke Park Junior School to chat with staff and children about the floats they had created. Prizes will be awarded and we hope to feature some of the floats in the next newsletter.

General – Our Cemeteries Office, Mrs Jen Wilkie, has now officially left us and completed her move to Wales. I would like to record our thanks for her work over the past two years in what has been unusual circumstances to say the least. The first lockdown started only 1 week after her start date and we were never able to work together in an office as a team due to both the coronavirus and the condemning of the Memorial Hall. The Memorial Hall has now been cleared of all remaining items of interest to all parties involved. The Parish Office remains to be cleared and I am awaiting a response from the Borough regarding potential storage before deciding on renting a suitable space nearby.

Strawberry Mead Open Space

The Strawberry Mead open space, also known as the Brookfield open space and the Blackberry Drive open space was originally set to be transferred to Bishopstoke Parish Council from Eastleigh Borough Council in 2012, along with a number of other assets. All other assets were successfully transferred but there were a number of delays associated with Strawberry Mead.

A deadline for the transfer to be completed was set but was not met due to issues with the original transfer to the Borough Council. Instead the Borough issued a Letter of Confidence giving the Parish full authority to work on the sites of proposed transfer and manage them as it saw fit, with the Borough retaining overall responsibility from an insurance point of view. This has been the situation for the past four years.

With the continued lack of progress in sorting out the issues pertaining to the original transfer and the current staffing issues being faced by the Borough it was felt at the previous Parish Council meeting that it was time to consider once more whether to continue with the transfer or to walk away.

The Parish has a current contract with Green Smile for the groundwork at Strawberry Mead and so if any changes are to be made they would have to bear this in mind.

The Council is being asked to consider whether it wishes to stay with the transfer through until it is complete; whether to pull out of the transfer as soon as possible or whether to set another deadline to match with the end of the grounds contract so that a clean break could be made if necessary. This latter option would give the Borough Council just over two years to complete their work.

Apologies for Meetings

Currently if a Councillor is expecting to miss a Full Council or Committee meeting, they give their apologies, and these are noted by the Council / Committee. The minutes record them as being “received and accepted” and then the minutes are approved as a true record at the following meeting. It had been believed that this process was sufficient to reset the 6-month clock for Councillor non-attendance (a Councillor must leave a gap of no more than 6 months between attendances or they automatically cease to be a Councillor). It was also believed that attending meetings of working groups (of which the Councillor is a member) or acting as an appointed Parish Council representative (for example to the Passenger Transport Forum) also reset the 6-month clock.

Recently a potential attendance issue was brought to my attention and in the course of investigating the matter I contacted HALC for advice and information. HALC’s advice was that although I was correct regarding working groups and Council representatives, I was mistaken about the handling of apologies.

In order for an apology to be able to reset a Councillor’s attendance not just the fact of the apology, but the *reason* for the apology must be voted on at the meeting. This obviously raises questions about confidentiality as the reason for the apology may be sensitive or medical.

Currently Cllrs are not required to apologise at all, but it is expected and it also ensures certainty over whether a meeting will be quorate or not. When giving apologies Cllrs are not currently required to give reasons, but there is nothing to stop them doing so.

Going forward the Council needs to decide whether it requires apologies to always have a reason attached. Also, a decision needs to be made on whether given reasons are always voted upon or are only voted on at the request of the Councillor giving the apologies. Should the votes always be in confidential business, or only if the Councillor giving the apologies requests it?

My recommendation is that apologies are noted in the normal business of the meeting and that any requested vote on the reason for the apology be taken under confidential business. I also recommend that reasons are not required as I feel it would be an intrusion on a Councillor’s privacy.

Full Council

Membership of external bodies

Current list

The Council is currently a member of and / or pays subscription fees to the following external bodies:

NALC (National Association of Local Councils)

HALC (Hampshire Association of Local Councils)

SLCC (Society of Local Council Clerks)

Hampshire Playing Fields Association

ICCM (Institute of Cemetery and Crematoria Management)

National Allotment Society

ICO Data Protection Registration

It is recommended that the Council approves the continued membership of all bodies on the list.