

Hawstead Parish Council -Clerk report

21 January 2016

The aim of this report is to update the Parish Councillors on:-

- correspondence received, sent and circulated since the last meeting
- Training attended since the last meeting
- Clerks' activity since November 2015

CORRESPONDENCE

Indication is given where an item has already been circulated by email and/ or is under consideration at this meeting and /or has been circulated for this meeting. Please feel free to request copies of anything you have not already received.

Date	Item	Action	Email circulation	Agenda item	Circulated with agenda
18.11.15	SALC area meeting info and agenda		Too late to circulate		
18.11.15	Suffolk Fire and rescue service consultation closes 22.2.15		17.12.15	5.5	
16.11.15	St Eds weekly planning list		n/a Hawstead		
19.11.15	Draft wayleave agreement from BT Openreach		19.11.15	Considered 10.10.15	
23.11.15	St Eds weekly planning list		Notes the applications re Rabbit Hutch and Bull Green considered by PC on 10.10.15		
24.11.15	Info on Suffolk Headway	To AP/JC for website/journal 1.12.15			
24.11.15	Info on Suffolk carers	TO JC/AP for website/journal 1.12.15			
24.11.15	Sector led body info		17.12.15	7.4	
25.11.15	SALC CEO area report		1.12.15		
26.11.15	Planning consultation re Rabbit hutch		1.1.2.15	Considered 10.10.15	
26.11.15	Planning consultation re Bull Green cottage		1.12.15	Considered 10.10.15	

27.11.15	Play report for Nov			9	
30.11.15	St Eds weekly planning decision list		n/a Hawstead		
30.11.15	Request over website for details of church opening times	Referred to S Miller/A Parrett 30.11.15			
1.12.15	Request for contributions to emergency planning newsletter				
1.12.15	Planning consultation re land south of firs		1.12.15	Considered 10.10.15	
2.12.15	LAIS on housing CPRE and spending review				
3.12.15	Police change information		17.12.15		
7.12.15	Emergency planning training course flyer (20/1)		17.12.15		
7.12.15	East Anglian Air Ambulance letter of thanks for grant				
8.12.15	St Eds weekly planning list		Notes the application on land south of Firs considered by PC on 10.12.15 Notes approval of DC/15/2117/HH (swimming pool) considered by PC on 19.11		
14.12.15	St Eds weekly planning list		n/a Hawstead		
14.12.15	NHS winter issues leaflet	To AP/JC for HJ/website 17.12.15			
15.12.15	Suffolk Emergency planning newsletter		17.12.15		
14.12.15	Query from J Sibley re who on PC	Email response sent on 15.12.15			

	deals with planning applications				
15.12.15	SALC course flyer		17.12.15		
16.12.15	CAS newsletter				
17.12.15	Most active village competition info	Also sent to AP and JC for website/HJ	17.12.15		
16.12.15	Suffolk On Board newsletter		17.12.15		
17.12.15	OSS ezine		17.12.15		
17.12.15	SALC email on precept referendums		7.12.15		
18.12.15	St Eds planning decision sheet		n/a Hawstead		
18.12.15	St Eds – vulnerable pple flier	To AP for website 24.12.15			
21.12.15	Letter from Tim Passmore re match funded PCSOs		24.12.15	9	
21.12.16	St Eds alteration of payment date for mowing invoice			7.3	
22.12.16	Request from Macmillan Cancer	To JC for website 24.12.15			
22.12.15	Suffolk Waste hub consultation		24.12.15	5.5	
24.12.15	SALC happy Xmas msg				
29.12.15	LCPAS course flyers – Norfolk Venues				
29.12.15	LCPAS course flyer		05.01.16		
30.12.15	Reminder to respond to Suffolk Fire and rescue service consultation			5.5	

30.12.15	Cross compliance rules	To CC 05.01.16		4.5	
31.12.15	TPO planning consultation		05.01.16	6.1	
31.12.15	LCPAS course flyer – Colchester location				
31.12.16	SALC revised website login details			5.6	
31.12.16	Delegation panel report re Rabbit Hutch LBC		05.01.16		
02.01.16	Clare Town Council letter re PCSO		05.01.16	9	
04.01.16	Suffolk Community Foundation – High Sherriff Awards		05.01.16		
04.10.16	St Eds weekly planning list		n/a Hawstead		
05.01.15		Submit precept application			
05.01.16		Submit transparency code application			
06.01.16	SALC sector led body information		13.1.16	7.4	
4.1.16	Play inspection report		Notified to Councillors 13.1.16	9	
6.1.16	SALC flier for Buckingham Palace garden party	To SALC 13.1.16			
7.1.16	Clean for the Queen campaign details				
7-11.1.16	Various emails from DCLG re byelaws	Comments from DCLG taken on to draft byelaws, now posted onto website for further consultation		5.2	
7.1.16	Flier re first aid training		13.1.16		

11.1.16	Waste hub consultation		13.1.16	5.5	www.westsuffolk.gov.uk/wsoh,
11.1.16	St Eds weekly planning list		n/a Hawstead		
11.1.16	SALC flier re area mtg dates		13.1.16		
12.1.16	Flier re Parish conference		13.1.16		
13.1.16	SWT flier	To AP for HJ 13.1.16			
13.1.16		Chase re flood sign			

TRAINING

CLERK'S ACTIVITY since Nov 2015

Clerk's networking day

Timesheets Nov- Dec 2015

Date	Activity	Time
1-18.11.15	Admin, budget and precept prep	7:00
19.11.15	Meeting and prep	5:00
20.11.15	Planning consultation responses	0:45
26.11.15	Minutes	4:00
1.12.15	Banking; cheques signed; email admin	4:00
2-7.12.15	Agree meeting time; research agenda, papers, review development plan policies	6:00
9.12.15	Clerks training day plus travel	5:00
10.12.15	Meeting and prep	2:00
14-16.12.15	Wayleave agreement, planning comments, minutes	5:00
17.12.15	Email	2:00
TOTAL		40.45