## **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	

	1	1	1	•	
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			

Description   Planning   Planni						
15.12.15		deals with				
15.12.15		planning				
15.12.15   SALC   CAS   newsletter		applications				
16.12.15	15.12.15	SALC		17.12.15		
16.12.15						
17.12.15		.,,,,,				
17.12.15	16.12.15	CAS				
17.12.15						
village		Howolottor				
village	17 12 15	Most active	Also sent to AP	17 12 15		
competition   info   line	17.12.10			17.12.10		
Info		composition				
16.12.15   Suffolk On Board newsletter   17.12.15     17.12.15			Website/Hb			
Board	16 10 15			17 10 15		
newsletter   17.121.5   OSS ezine   17.12.15	16.12.15			17.12.15		
17.12.15						
17.12.15   SALC email on precept referendums   7.12.15   SE ds planning decision sheet   To AP for vulnerable pple flier   24.12.15   St Eds ple flier   24.12.15   St Eds alteration of payment date for mowing invoice   22.12.16   Request from Macmillan Cancer   22.12.15   Suffolk Waste hub consultation   24.12.15   SALC happy Xmas msg   29.12.15   LCPAS course flyer   Source flyer   30.12.15   Reminder to respond to Suffolk Fire and rescue   S.5   Source flyer   30.12.15   Reminder to respond to Suffolk Fire and rescue   5.5   Source flyer   30.12.15   Reminder to respond to Suffolk Fire and rescue   5.5   Source flyer   30.12.15   Reminder to respond to Suffolk Fire and rescue   5.5   Source flyer   30.12.15   Reminder to respond to Suffolk Fire and rescue   5.5   Source flyer   30.12.15   Reminder to respond to Suffolk Fire and rescue   5.5   Source flyer   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30.12.15   Reminder to respond to Suffolk Fire and rescue   30	17 101 5			47.40.45		
18.12.15   St Eds   planning decision   sheet	17.121.5	OSS ezine		17.12.15		
18.12.15   St Eds   planning decision   sheet						
18.12.15   St Eds   planning decision   sheet						
Teferendums	17.12.15			7.12.15		
Teferendums						
18.12.15		referendums				
18.12.15   St Eds - vulnerable pple flier   24.12.15   24.12.15   24.12.15   24.12.15   24.12.15   24.12.15   9	18.12.15	St Eds		n/a Hawstead		
18.12.15   St Eds - vulnerable pple flier   24.12.15   24.12.15   24.12.15   24.12.15   24.12.15   24.12.15   9		planning				
Sheet						
18.12.15						
vulnerable   pple flier   24.12.15	18 12 15		To AP for			
Deliver   24.12.15   24.12.15   9	10.12.10					
21.12.15						
Tim	21 12 15		24.12.10	24 12 15	0	
Passmore re match funded   PCSOs	21.12.13			24.12.13	9	
match   funded   PCSOs						
St Eds   alteration of payment date for mowing invoice						
PCSOs						
21.12.16						
alteration of payment date for mowing invoice  22.12.16 Request from Website 24.12.15 Cancer  22.12.15 Suffolk Waste hub consultation  24.12.15 SALC happy Xmas msg  29.12.15 LCPAS course flyers - Norfolk Venues  29.12.15 LCPAS course flyer and rescue flyer and rescue for suffolk fire and rescue for suffolk for suffolk fire and rescue for suffolk for moving flyer for suffolk for suffolk fire and rescue flyer for moving flyer for suffolk fire and rescue flyer	04.40.40					
payment date for mowing invoice  22.12.16 Request from Website 24.12.15  22.12.15 Suffolk Waste hub consultation  24.12.15 SALC happy Xmas msg  29.12.15 LCPAS course flyers - Norfolk Venues  29.12.15 LCPAS course flyer of the sepond to Suffolk Fire and rescue shows a single state of the sepond to Suffolk Fire and rescue shows a single	21.12.16				7.3	
date for mowing invoice						
mowing invoice						
Invoice						
22.12.16   Request from website 24.12.15						
from Macmillan Cancer         website 24.12.15           22.12.15         Suffolk Waste hub consultation         24.12.15         5.5           24.12.15         SALC happy Xmas msg         24.12.15         5.5           29.12.15         LCPAS course flyers – Norfolk Venues         05.01.16         5.5           29.12.15         LCPAS course flyer         05.01.16         5.5           30.12.15         Reminder to respond to Suffolk Fire and rescue         5.5						
Macmillan   Cancer   24.12.15	22.12.16		To JC for			
Cancer   22.12.15   Suffolk   Waste hub consultation   24.12.15   5.5			website			
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         5.5		Macmillan	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         5.5						
Waste hub consultation  24.12.15 SALC happy Xmas msg  29.12.15 LCPAS course flyers - Norfolk Venues  29.12.15 LCPAS course flyer  30.12.15 Reminder to respond to Suffolk Fire and rescue	22.12.15	Suffolk		24.12.15	5.5	
consultation  24.12.15 SALC happy Xmas msg  29.12.15 LCPAS course flyers - Norfolk Venues  29.12.15 LCPAS course flyer  30.12.15 Reminder to respond to Suffolk Fire and rescue  5.5						
24.12.15 SALC happy Xmas msg  29.12.15 LCPAS course flyers - Norfolk Venues  29.12.15 LCPAS course flyer  30.12.15 Reminder to respond to Suffolk Fire and rescue  5.5						
Zmas msg  29.12.15	24.12.15					
29.12.15 LCPAS course flyers — Norfolk Venues  29.12.15 LCPAS course flyer  30.12.15 Reminder to respond to Suffolk Fire and rescue		Xmas msg				
course flyers - Norfolk Venues  29.12.15 LCPAS course flyer  30.12.15 Reminder to respond to Suffolk Fire and rescue  5.5		1				
course flyers - Norfolk Venues  29.12.15 LCPAS course flyer  30.12.15 Reminder to respond to Suffolk Fire and rescue  5.5	29 12 15	LCPAS				
- Norfolk Venues  29.12.15 LCPAS course flyer  30.12.15 Reminder to respond to Suffolk Fire and rescue  5.5	20.12.10					
Venues  29.12.15 LCPAS course flyer  30.12.15 Reminder to respond to Suffolk Fire and rescue  5.5						
29.12.15 LCPAS course flyer  30.12.15 Reminder to respond to Suffolk Fire and rescue  05.01.16						
course flyer  30.12.15 Reminder to respond to Suffolk Fire and rescue  5.5	20 12 15			05.01.16		
30.12.15 Reminder to respond to Suffolk Fire and rescue	29.12.15			03.01.10		
respond to Suffolk Fire and rescue		course flyer				
respond to Suffolk Fire and rescue	00.40.45	Danie I (				
Suffolk Fire and rescue	30.12.15				5.5	
and rescue						
I Service I I I						
		service				
consultation		consultation				

31.12.15	Cross compliance rules TPO planning	To CC 05.01.16		4.5	
ķ	planning				
	consultation		05.01.16	6.1	
-	LCPAS course flyer – Colchester location				
r N	SALC revised website login details			5.6	
r H	Delegation panel report re Rabbit Hutch LBC		05.01.16		
(   I   F	Clare Town Council letter re PCSO		05.01.16	9	
(   F  -	Suffolk Community Foundation – High Sherriff Awards		05.01.16		
F	St Eds weekly planning list		n/a Hawstead		
05.01.15		Submit precept application			
05.01.16		Submit transparency code application			
l l	SALC sector led body information		13.1.16	7.4	
4.1.16 F	Play inspection report		Notified to Councillors 13.1.16	9	
6.1.16 s	SALC flier for Buckingham Palace garden party	To SALC 13.1.16			
	Clean for the Queen campaign details				
E L	Various emails from DCLG re byelaws	Comments from DCLG taken on to draft byelaws, now posted onto website for further consultation		5.2	
	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-	Admin, budget and precept prep	7:00
18.11.15		
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	6:00
	plan policies	
9.12.15	Clerks training day plus travel	5:00
10.12.15	Meeting and prep	2:00
14-	Wayleave agreement, planning comments, minutes	5:00
16.12.15		
17.12.15	Email	2:00
TOTAL		40.45