

## Hawstead Parish Council -Clerk report

**17 March 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 January 2016

### 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 |
|-----------|---|--|----------------------------------|-------------|------------------------|
| 15.01.15  | St Eds weekly planning list   |  |                                  |             |                        |
| 15.01.16  | Emergency planning survey   | To MH for consideration 02.02.16               |                                  |             |                        |
| 15.01.16  | Notice of traffic order   | To AP for website/ via email distribution list |                                  |             |                        |
| 18.01.16  | Ombudsman LAIS  |  | Councillors notified on 02.02.16 |             |                        |
| 19.01.16  | Ending loneliness workshop flier  | To AP/JC for HJ/website 02.02.16               |                                  |             |                        |
| 19.01.16  | Suffolk flood and coastal newsletter  |  |                                  |             |                        |
| 19.01.16  | Suffolk policing consultation results   |  | 02.02.16                         | 9.4         |                        |
| 20.01.015 | Volunteer driver request  | To AP/JC for HJ/website 27.01.16               |                                  |             |                        |
| 20.01.16  | CQC poster re forthcoming inspection  | To JC/AP for website /HJ 27.01.16              |                                  |             |                        |
| 22.01.16  | Love where you live media release   |  | 27.01.16                         |             |                        |
| 22.01.16  | Notification that planning application for land south of the Firs was refused |  | Councillors notified 27.01.16    |             |                        |
| 25.01.15  | Play inspection report  |  | Councillors notified 27.01.16    |             |                        |
| 27.01.16  | Fit villages info   |  | 27.01.16                         |             |                        |
| 22.01.15  | DC/15/2142/LB – notification that LBC application to                          |  | Councillors notified 25.01.15    |             |                        |

|          |   |  |                                  |     |     |
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|          | delegation panel on 04.02.15  |  |                                  |     |     |
| 27.01.16 | SALC appeal for unwanted wooden chairs for another PC                 |  |                                  |     |     |
| 28.01.16 | SALC acknowledgment of application                                    |  |                                  |     |     |
| 28.01.16 | SCC highway service survey  | To MH for action 02.02.16                |                                  |     |     |
| 28.01.16 | Road closure order for 8/9 Feb  | To AP for website 02.02.16               |                                  |     |     |
| 28.01.16 | DCLG – correspondence byelaws map                                     | Response 02.02.15                        |                                  |     |     |
| 28.01.16 | LCPA course flier   |  | Too late to circulate            |     |     |
| 29.01.16 | Gt Fish and Chip supper flier   | To AP/JC for HJ/website 02.02.16         |                                  |     |     |
| 29.01.16 | Flier for SLCC mtg 09.03.16   |  |                                  |     |     |
| 29.01.16 | Auto enrolment pension note   |  |                                  |     |     |
| 01.02.16 | St Eds planning list  |  | n/a hawstead                     |     |     |
| 02.02.16 | Restoring rights of way training offer                                |  | 02.02.16                         |     |     |
| 04.02.16 | SALC notification of increase in fees 16/17, new financial orders etc |  | Notified to Councillors 02.03.16 |     |     |
| 04.02.15 | Smaller authorities audit arrangements                                |  | Notified to Councillors 02.03.16 | 9.5 |     |
| 05.02.16 | St Eds weekly planning list   |  | n/a Hawstead                     |     |     |
| 08.02.16 | St Eds Newstalk request for grant                                     | Grant application form sent out 02.03.16 |                                  |     |     |
| 09.02.16 | Emergency planning courses – flier                                    |  | Notified to Councillors 02.03.16 |     |     |
| 09.02.16 |   | Register with pension auto enrolment     |                                  |     |     |
| 10.02.16 | Brown bin collection service update                                   |  | 02.03.16                         | 9.3 | yes |
| 10.2.16  | DLCG Letter of [provisional approval;                                 | Amended plan submitted on 24.02.16       |                                  |     |     |

|          |   |                            |                                 |     |     |
|----------|---|----------------------------|---------------------------------|-----|-----|
| 12.2.16  | DLCG – acknowledgment of clean draft byelaws. Sealing required before 3/3/16                  |                            |                                 |     |     |
| 11.02.16 | Good Councillors Guide  |                            | 25.02.16                        | 9.1 | yes |
| 12.02.16 | Community Council grant application form  |                            | Ack'd 02.03.15                  | 6.3 | yes |
| 12.02.16 | Briefing by NALC on new model financial orders  |                            |                                 |     |     |
| 12.02.15 | St Eds confirmation of disbanding of BC working parties following consultation during Sept 15 |                            |                                 |     |     |
| 12.02.16 | Copy of complaint re state of Bells Lane from Mr Denny to SCC                                 |                            | 02.03.16                        |     |     |
| 15.02.16 | Details of road closure order 21-24 Mar   | To AP for website 02.03.16 | Notified to email list 02.03.16 |     |     |
| 16.02.16 | Funding awareness session flier   |                            |                                 |     |     |
| 16.02.16 | St Eds weekly planning list   |                            | n/a Hawstead                    |     |     |
| 17.02.16 | Update on proposal for call for gypsy and traveller sites                                     |                            |                                 |     |     |
| 18.02.16 | HCC minutes   |                            | 18.02.16                        |     |     |
| 19.2.16  | St Eds area meeting flier   |                            | Too late to circulate           |     |     |
| 22.02.16 | Suffolk Year of Walking flier   | To AP for website 02.03,16 |                                 |     |     |
| 22.2.16  | St Eds survey on planning   |                            | Completed 08.03.16              |     |     |
| 24.02.15 | SCC warm homes flier  | To JC for HJ 24.02.15      |                                 |     |     |
| 24.02.15 | WWI war memorial workshop flier   |                            |                                 |     |     |
| 24.02.16 | Play inspection report – highlights some uneven levels near PC swings                         |                            |                                 | 9.2 |     |

|          |   |                       |                                  |     |     |
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|          | – low risk  |                       |                                  |     |     |
| 25.02.16 | St Eds weekly planning list   |                       | n/a Hawstead                     |     |     |
| 26.02.16 | Auto-enrolment pension note   |                       |                                  | 9.5 |     |
| 26.02.16 | Command pest control invoice  |                       |                                  | 8.2 |     |
| 29.02.16 | Email B Denny re Bells Lane and planning                              |                       | 02.03.16                         | 6.6 | yes |
| 29.02.16 | LAIS on the living wage   |                       |                                  |     |     |
| 01.03.16 | Letter from J Richardson re pheasant shooting                         |                       | Ack'd 08.03.16                   | 6.7 |     |
| 01.03.16 | Clerks network day flier  |                       |                                  |     |     |
| 01.03.16 | LCPAS finance course flier – 11.03.16                                 |                       | Notified to Councillors 02.03.16 |     |     |
| 02.03.16 | SALC training schedule 16/17  |                       | 02.03.16                         |     |     |
| 03.03.16 | St Eds weekly planning list   |                       | n/a Hawstead                     |     |     |
| 03.03.16 | Parish conference flier for 11/4/16                                   |                       | 07.03.16                         |     |     |
| 03.03.16 | LCPAS course flier  |                       |                                  |     |     |
| 03.03.16 | St Edmundsbury Newstalk – declining to submit application form        |                       |                                  |     |     |
| 04.03.16 | Highway matters newsletter  | To MH and JW 08.03.16 |                                  |     |     |
| 04.03.16 | Advert query for HJ   | To JC for HJ 08.03.16 |                                  |     |     |
| 07.03.16 | Query over website for HJ advertising                                 |                       | To JC for action 07/03/16        |     |     |
| 07.03.16 | Rural Payments Claim form   |                       |                                  |     |     |
| 08.03.16 | St Eds weekly planning list   |                       | n/a Hawstead                     |     |     |
| 04.03.16 | Natural England claim form for ELS and HLS – submission date 16.05.17 |                       |                                  | 9.7 |     |

|          |                                       |  |                           |     |     |
|----------|---------------------------------------|--|---------------------------|-----|-----|
| 09.03.16 | BC March report                       |  |                           | 5.2 | yes |
| 10.03.16 | Road closure order                    |  | To AP for website 11/3/16 |     |     |
| 10.03.16 | Essential Guide for pension enrolment |  |                           | 9   |     |
| 10.3.16  | Composting flier                      |  |                           |     |     |
| 11.03.16 | Audit arrangements letter             |  |                           | 9.5 |     |

**TRAINING  
CLERK'S ACTIVITY since Jan 2016**

Timesheets Jan-Feb 2016

| Date        | Activity  | Time         |
|-------------|---|--------------|
| 05.01.15    | Email admin and correspondence  | 3:00         |
| 07-11.01.16 | Amend draft byelaws and associated admin  | 4:00         |
| 13.01.16    | Agenda and doc prep   | 3:00         |
| 21.01.16    | Meeting and last minute prep  | 4:00         |
| 22-31.01.16 | Minutes and follow up correspondence, phone calls, banking etc from meeting   | 5:00         |
| Feb 16      | Email admin, correspondence etc, tree works quotes, co-option research, traffic flood signage, banking  | 8:00         |
| Feb 16      | Work on byelaws to secure provisional approval, proof reading, sealing, check and amend maps, research on title, liaison with DLCCG, newspapers etc | 12:00        |
|             | <b>TOTAL</b>  | <b>39:00</b> |