

Hawstead Parish Council - Clerk report

19th May 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 March 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
25/02/16	EACH generic appeal for funds				
7/3/16	Natural England letter confirming HLS agreement expires in 2017; first claim date thereafter is 1 Jan 2018 ie no Natural England grant available for the best part of 2017 with budget implications			11.1	yes
15/3/16	SALC flier for courses		12/4/16		
16/3/16	Women on Wheels flier	To JC/AP for HJ/website 12/4/16			
11/3/16	St Eds weekly planning list		n/a Hawstead		
17/3/16	Joint emergency planning unity newsletter		To JW/MH 12/4/16		
11/3/16	General request for info to all PCs on successful traffic calming measures from Brandeston PC				
17/3/16	Open Spaces newsletter		12/4/16		
18/3/16	Flier for playing fields and village halls from SALC		12/4/16		

18/3/16	SALC notification of new Charles Arnold Baker publication on PCs				
21/3/16	LAIS 1388 consultation re proposed changes to planning system		12/4/16		
21/3/16	BBC radio Suffolk flier re hedgehog friendly county	To JC/AP for HJ/website 12/4/16			
19/3/16	Confirmation that PCSO service being withdrawn; PC link will now be Haverhill safer neighbourhoods team				
22/3/16	BPS application reminder				
18/3/16	St Eds weekly planning list		n/a Hawstead		
23/3/16	Crimestoppers burglary poster	To JC/AP/JW for HJ/website /noticeboard13/4/16			
23/3/16	Letter from Tim Passmore re changes to police liaison with PCs			yes	11.2
23/3/16	LCPAS flier for public nuisance course				
24/3/16	SWT newsletter		13/4/16		
24/3/16	SALC councillor course flier		13/4/16		
24/3/16	SALC flier for audit briefing				
24/3/176	Suffolk on Board newsletter	To MH 13/4/16			
29/3/16	Emergency planning newsletter	To MH/JW 13/4/16			
29/3/16	Parish conference flier re 11/4/16		Too late to circulate		
29/3/16	SPS flier for heritage training		13/4/16		

	on 14/6				
29/3/16	Coffee caravan invite to SGM 5/5/16	To JC/JW 13/4/16			
29/3/16	Broadband consultation LAIS	To HB/JW 13/4/16			
30/3/16	St Eds weekly planning list		n/a Hawstead		
31/3/16	Headway material	To JC for HJ 13/4/16			
31/3/16	LAIS on Business Rates, Crematoria, Housing, Compulsory Purchase, Employment, Audit, Economy, Funding, Homelessness, Precept and Rural				
4/4/16	St Eds weekly planning list		n/a Hawstead		
4/4/16	Playground inspection report no findings			yes	7.4
1/4/16	HCC mins - March		1/4/16		
6/4/16	SALC response to planning and housing bill consultation		13/4/16	yes	11.4
8/4/16	Community Action suffolk newsletter				
11/4/16	Anglian Water campaign		13/4/16		
11/4/16	St Eds – confirmation that precept awarded in sum requested				
10/4/16	SWT flier for spring picnic 14/5/16				
12/4/16	Suffolk Fire Ride flier	To JC/AP for website/HJ 13/4/16			

14/4/16	Emergency rest centre training flier				
13/4/16	Wings over Brecks flier		Too late to circulate		
19/4/16	Suffolk Year of Walking material	To JC/AP for HJ/website 25/4/16			
15.4.16	Suffolk Year of Walking update	To JC/AP for HJ/website			
19/4	Email from BT surveyor confirming he has asked BT scanning nit to reregister wayleave agreement re broadband				
18/4/16	St Eds weekly planning list		n/a Hawstead		
19/4/16	SWT flier		Too late to circulate		
20/4/16	CAS newsletter				
20/4/16	CAS membership confirmation				
21/04/16	HCC mins		Circ'd 21/4/16		
21/4.16	SWT flier for youth events	To JC/AP for HJ/website 24/4/16			
22/4/16	SALC info re scams on PCs and appropriate action				
22/4/16	Info on Sheepwatch (avoiding attacks by dogs on sheep and role PCs can play)				
22/4/16	St Eds weekly planning list		n/a Hawstead		
25/4/16	SALC email on governance and accountability guide, LAIS 1389 and internal audit		Councillors notified 25/4/16		
25/4/16	Precept confirmation				

26/4/16	Flier re availability of further transparency code monies for 16/17				
26/4/16	Police service consultation presentation		Notified to Councillors 10/5/16		
26/4/16	SCC highway matters inc grass cutting policy		10/5/16		
25/4/16	HCC minutes from 25/4/16				
27/4/16	Met office flood survey				
28/4/16	Suffolk View newsletter		10/5/16		
28/4/16	LCPAS flier for public nuisance training event				
29/4/16	Copy of letter from (unnamed) PC sent to BFP re West Suffolk waste hub consultation				
3/5/16	St Eds weekly decision list w/e 29/4/16		n/a Hawstead		
4/5/16	Complaint re low flying helicopters			yes	7.9
4/5/16	CAS newsletter				
5/5/16	CAS networking event flier				
5/5/16	Tesco/Groundwork funding information		Notified to Councillors 10/5/16		
5/5/16	PO consultation		Notified to Councillors 10/5/16		
6/5/16	Info re flood insurance				
8/5/16	Silent action flier	To AP/JC for website/HJ 8/5/16			

8/5/15	Flier for Rural transport service session		Notified to Councillors 10/5/16		
9/5/16	Fire service consultation outcomes		Notified to Councillors 10/5/16		
9/5/16	St Eds weekly planning list w/e 6/5		n/a Hawstead		
10/5/16	Invitation to provide feedback on Suffolk Observatory				
10/5/16	Email from DLCG re byelaws	Letter requesting confirmation sent 11/05/16			
11/5/16		Claim forms for BPS and Natural England Grant schemes			
May	Police letter in re agm			YES	11.3

TRAINING

CLERK'S ACTIVITY since March 2016

Timesheets March-April 2016

Date	Activity	Time
Mar	Prepare for mtg 17/3; doc packs, mins, circulate	10.00
April	Prepare for Internal audit, year end accounts and annual return; draft approp documentation	20.00
April	Appraisal	1.30
April	Prepare Natural England and BPS claim forms and submit	2.00
April	Byelaws – advertising and liaison with DLCG	3.00
Mar-April	Review and respond to various email correspondence; work on email distribution list, routing banking	15.00
	TOTAL	51.30