

Hawstead Parish Council - Clerk report

21st July 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 May 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
20/05/16	Clerk P60 received				
23/05/16	Suffolk on Board newsletter		To MH 29/06/16		
24/06/16	Suffolk Flood and coast news				
24/05/16	Acknowledgment of byelaws application				
26/05/16	Farming advice service newsletter				
26/05/16	OSS appeal for donations				
27/05/16	CAF correspondence re banking security and changes to terms	Signatories to be asked to create new password arrangements on 21/7/16			
27/05/17	Info from SCC re fostering/ weed spraying		To AP/JC for website/Journal 29/06 16		
28/05/16	Confirmation of adoption of flood risk strategy				
27/05/16	SALC subs acknowledgment o				
31/05/16	OSS receipt for subs				
01/06/16	RPA letter requesting further info re BPS scheme application	Response agreed with CC and issued on 09/06/16		11	

01/06/16	CAS newsletter				
04/06/16	May 2016 play equipment report			11	
06/06/16	SWT flier		To AP for website 29/6/16		
06/06/16	Flier re St Eds Parish forum		07/06/16		
07/06/16	Recycling credit from St Eds				
07/06/16	Network Rail level crossing accident reduction consultation				
09/06/16	Letter to RPA with amendment to claim		Agreed with CC/JW		
10/06/16	Acknowledgment for RPA				
12/06/16	ICO renewal reminder			9	
14/6/16	Open Space newsletter		29/6/16		
15/6/16	SALC flier for employment training on 28/7/16				
14/6/16	Yellow weather warning for weekend		Too late to circulate		
15/6/16	Countryside access consultation deadline 24/07/16		29/06/16		
15/6/16	SALC course flier		29/06/16		
15/5/16	Information re accessing police newsletter template for PCs				
15/06/16	Suffolk Rural Fund: Email from B Cllr re availability of local grants		16/06/16	5.1	
17/06/16	Alterations to the St Eds planning service		Notified to Councillors 29/06/16		
20/06/16	Heritage planning training notes		29/06/16		
20/6/16	Hopkins Home annual review		Notified to Councillors 29/6/16		
21/6/16	Suffolk Year of Walking update		To AP/JC for HJ/website 29/6/16		

22/6/16	Highways England trunk road investment strategy		Councillors notified 29/6/16		
23/6/16	Temp Road closure order re Church Road		To AP for website 29/6/16		
24/6/16	Email from S Harding to St Eds re Waste Hub Challenge				
29/06/16	St Eds planning lists weekending 24/6/16		n/a Hawstead		
29/07/16	CAS newsletter				
30/06/16	Suffolk prepared newsletter		To MH 30/06/16		
30/06/16	CAS flier for networking event				
	OSS Annual report and accounts 2015		Notified to Councillors 30/06/16		
	Suffolk View – SPS newsletter				
	Full set Vision 2031				
01/07/16	Suffolk Prepared newsletter		To MH 050716		
01/07/16	St Eds weekly planning list		n/a Hawstead		
05/07/16	DLCG letter confirming byelaws			11	
June 2016	Monthly playground inspection report		To MH and JW. All satisfactory	11	
05.07.16	Complaint re maintenance of churchyard		TO AP f.a.o PCC 05.07.16		
06.07.16	Complaint re condition of churchyard		To AP f.a.o PCC 06.07.16		
07/07/16	BT Openreach email			11	yes
07/07/16	Upper Orwell crossing consultation		14/07/16		
08/07/16	St Eds weekly planning report		n/a Hawstead		
08/07/16	Big Lottery		14/07/16		
13/07/16	CAS newsletter				
13/07/16	SWT flier		To AP/JC for website/HJ 14/7/16		

14/07/16	Devolution consultation		14/07/16		
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TRAINING

CLERK'S ACTIVITY since May 2016

Timesheets May-June 2016l 2016

Date	Activity	Time
	Prepare for and minute APM and PC meetings dated 19 May	
	Prepare accounts for year end return; receive and review internal audit report; prepare internal audit action plan; liaise with SALC	
	Amend BFP agreement following correspondence	
	Email correspondence, finance and admin; pursue BT Openreach re wayleave agreement	
	TOTAL	50.00