

Hawstead Parish Council - Clerk report

15th September 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 July 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
4/7/16	Email on upgrade to planning service		17/8/16		
15/7/16	Repeat request for comments on strategic road improvement consultation; deadline 25/7		Too late to circulate		
15/7	Connecting communities info	To JC for HJ			
18/7	Anglian Water info for private landowners with pumping stations on land	To JC/AP for HJ//website 17/8			
21/7	BT Openreach letter re lack of progress on wayleave	Email for further information sent 17/8. HB/JW copied in.			
22/7	Norfolk and Suffolk Devolution roadshow flier		22/7		
22/7	Joint parish conference flier 14/11		17/8		
22/7	SCC Highway matters newsletter		To MH 17/8		
22/7/16	105 power cut number info from UK Power networks	To JC/AP for HJ//website 17/8			
29/7	Councillor of the year nomination info				
1/8	BDO – email seeking clarification on end of year accounts	Email reply 8/8. JW copied in			

21/7	Devolution consultation plain English guide		17/8		
1/8	Temporary road closure order Horsecroft Road (5 days)	Too late to circulate			
2/8	JEPU review		To MH 17/8		
3/8	Highway matters newsletter		To MH 17/8		
3/8 & 17/8	Policing Q&A sessions flier		17/8		
4/8	Big Lottery Funding info		8/8/16		
5/8	Year of Walking update	To JC/AP for HJ/website 8/8			
5/8	St Eds weekly planning list		n/a Hawstead		
12/8	St Eds weekly planning list		n/a Hawstead		
11/8	Changes to advertisement of planning applications		17/8		
11/8	OSS newsletter		17/8		
17/08/16	Letter from PCC re use of Millenium Field			5.3	yes

19/8/16	Email to confirm that roadside nature reserve will be cut in Sept 2016			To CC 06/09/16	
22/08/16	Devolution consultation responses from Redingfield and Clare PCs	To JW 06/09/16 fi			
18/08/16-26/08/16	Email thread from BT Openreach between HB/BT re broadband cabinets				
26/08/16	St Eds weekly planning list		DC/16/0800		
25/8/16	DC/16/0800		06/09/16	6.2	yes
26/8/16	SALC area meeting agenda and report		06/09/16		
26/8/16	Suffolk On Board newsletter		To MH 06/09/16		
26/08/16	Brockley Bowls club flier -	To AP for website 06/09/16			
	Appeal re DC/15/2242/FUL f Land south of Firs		06/09/16	6.3	yes
02.09.16	St Eds weekly planning list	See 16/1834			
01.09.16	Application 16/1834		06/06/16	6.1	yes
01.09.16	HCC mins		01.09.16		
05.09.16	August play inspection report			9.1	

TRAINING

CLERK'S ACTIVITY since July 2016

Timesheets July-August 2016

Date	Activity	Time
	Prepare for and minute PC meeting dated 21 July May	
	Follow up with BDO on year end accounts	
	Email correspondence, finance and admin; pursue BT Openreach re wayleave agreement;	
	TOTAL	30.00