

Hawstead Parish Council - Clerk report

17th November 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 September 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
06.09.16	LAIS 1392 Housing and planning Act 16: neighbourhood planning consultation				
07.09.16	Changes to police lost and found arrangements				
09.09.16	St Eds weekly planning list	n/a Hawstead			
13.09.16	SALC public service survey	Completed 11.09.16			
15.09.16	Request from Brockley bowls club for ad on website	To JC/AP for website/HJ			
16.09.16	St Eds planning weekly list; Removal of phone Box Pinford End and LBC application re Barn Hawstead Place			29.09.16	
23.09.16	St Eds request for response to council tax referendum consultation	Too late to circulate			
23.09.16	St Eds Planning list	n/a Hawstead			
27.09.16	C Gosett request for a copy of mins from 15/9	Sent out 11.10.16			
29.09.16	1&1 invoice			7.3	

19.09.16	BDO Issues report from audit y/e 31/3/16	Publicised as required		7.4	Yes
20.09.16	Email from M Gilbert re police			9.2	Yes
3.10.16	Monthly play area inspection report	No issues identified		9.3	
3.10.16	St Eds planning list	n/a Hawstead			
4.10.16	Boundary Commission proposals	To AP/JC for HJ/website 11.10.16	11.10.16	9.4	
4.10.16	Suffolk Cloud flier				
4.10.16	Emergency planning newsletter	To MH 11.10.16			
4.10.16	SALC flier re newsletter/website of the year competition		11.10.16		
5.10.16	HCC minutes		5.10.16		
7.10.16	Flier for Suffolk Community Foundation funding workshop event				
7.10.16	St Eds planning list week ending 7.10.16	n/a Hawstead			
22.09.16 & 7.10.16	SALC AGM flier		11.10.16		
10.10.16	SALC survey re village of year awards	Completed 11.10.16			
10.10.16	CAS info re social impact measurement				
7 & 11.10.2016	Flier for SPO event	To AP/JC for HJ/website 11.10.16			
14.10.16	Flier for emergency planning workshop Nov 16				
14.10.16	St Eds weekly planning list – approval of DC/16/1800 6 Bull				

	Lane				
11.10.16	Receipt of VAT refund				
15.10.16	Lawshall Neighbourhood Plan pre submission consultation			9.6	
21.10.16	SALC Annual report 15-16		9.11.16		
21.10.16	St Eds weekly planning list – approval of DC/16/1834 – Copperfield Barn				
23.10.16	Request for info re contact to arrange christening	Found info and replied 26.10.16			
24.10.16	OSS magazine		8.11.16		
25.10.16	Suffolk Year of Walking Autumn update	To AP/JC for website/HJ 8.11.16			
25.10.16	Notification of temporary road closure	To Hawstead email list 8.11.16			
28.10.16	SALC acknowledgment of website and HJ award application				
28.10.16	Message re cycling event	To AP/JC for website/HJ 8.11.16			
27.10.16	SALC payroll/internal audit prices for 17/18				
26.10.16	SCC Highway matters 9	To MH 8.11.16			
27.10.16		Submission of HJ/website to SALC competition			
26.10.16	River Lark Catchment partnership enquiry for support		Acknowledged 8.11.16	5.4	Yes
31.10.16	NHS healthcheck flier	To AP/JC for website/HJ 8.11.16			
31.10.16	SARS appeal for funds		9.11.16	9.5	Yes

31.10.16 and 19.10.16	Suffolk Lives Matter flier				
1.11.16	SCC Highway maintenance operational plan		9.11.16	9.1	
31.10.16	Local Gvt Finance settlement – SALC consultation response		9.11.16		
1.11.16	Precept form	For completion by 27 Jan 2017		yes	
1.11.16	SPS Suffolk View magazine Autumn 2016		8.11.16		
28.10.16	St Eds planning list		n/a Hawstead		
20.10.16 1.11.16 and 7.11.16	Flier for West Suffolk Parish and Town conference 14 Nov				
1.11.16	RIGs grant info		8.11.16		
3.11.16	SALC agm flier		8.11.16		
4.11.16	St Eds weekly planning list		n/a Hawstead		
7.11.16	Subsidised defibrillator info				
8.11.16	SALC event planning workshop flier				
8.11.16	Suffolk Rural Fund info		8.11.16		
9.11.16	NHS info	To AP/JC for website/HJ 9.11.16			
8.11.16	Recycling credit notification				

TRAINING

n/a

CLERK'S ACTIVITY since September 2016

Timesheets September- October 2016

Date	Activity	Time
	Prepare for and minute PC meeting dated 15 and 29 Sept	
	Budget and policies; planning register; change bank provider	

	Email correspondence, finance and admin;	
	Draft policies for approval	
	TOTAL	45.00