

Hawstead Parish Council - Clerk report

19th January 2017

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 November 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
14.11.16	St Eds weekly planning list		n/a Hawstead		
15.11.16	Congratulatory email received via website re website award – request for info		Acknowledged 10.01.17		
18.11.16	Local police and crime review survey	Response submitted			
18.11.16	St Eds weekly planning list		n/a Hawstead		
22.11.16	St Eds and FH area meeting paperwork				
21.11.16	Lobbying allowances consultation	Response submitted 20.12.16			
23.11.16	Response from River Lark Partnership to PC expression of support		Shared with CC		
25.11.16	St Eds weekly planning list		n/a Hawstead		
28.11.16	Presentations from the West Suffolk Town and Parish Conference		Notified to Cllrs 13.12.16		
28.11.16	SALC subs info for 17/18		13.12.16		
29.11.16	Consultation on Suffolk Waste and minerals plan		Holding response reserving PC pending provision of further info 20.12.16		
1.12.16	RPA remittance advice for grant payment				
2.12.16	Highway matters newsletter		To MH 13.12.16		

2.12.16	Info from Suffolk Community Fund about available grants				
2.12.16	St Eds weekly decision list	AR notified clerk that BT would be in contact re adoption of box despite wording of notice.	Removal of phone box Pinford End Hawstead – no objections		
2.12.16	Open Spaces general appeal for funds				
5.12.16	Invitation to join Sizewell C consultation				
6.12.16	Pensions Regulator correspondence				
8.12.16	Police security info	To AP/JC for website/HJ 13.12.16			
7, 8 & 9.12.16	Avian flu advice	To AP/JC for website/HJ 13.12.16			
9.12.16	St Eds weekly decision list		n/a Hawstead		
Dec-var	1 and 1 domain renewal -	Info updated to enable auto renewal 13.12.16			
6.12.16	Electoral register annual return		Completed 20.12.16		
14.12.16	Emergency planning newsletter		To MH 20.12.16		
15.12.16	SALC flier re precept referendum consultation		20.12.16		
15.12.16	SALC consultation re proposal to allow joint committees and combined authorities to hold their meetings by video conferencing				
16.12.16	St Eds weekly planning list		n/a Hawstead		
20.12.16	St Eds town and parish forum 31 Jan flier		20.12.16		
20.12.16		Request PCC reconsider allocation to Haverill SNT			
20.12.16	Query re church opening hours		Reply 10.01.17		
21.12.16	SWT new year round up		10.01.17		
21.12.16	Suffolk on Board newsletter		To MH 10.01.17		

22.12.16	St Eds confirmation of tax base for precept				
22.12.17	Cross compliance rules 2017		To CC 10.01.17	yes	
23.12.16	St Eds weekly planning list		n/a Hawstead		
01.01.17	St Eds weekly planning list DC/16/2787/HH			yes	
03.01.17	Tim Passmore Fair share flier	To website 06.01.17	10.01.17		
04.01.17	WWI 100 year beacon tribute flier		10.01.17		
04.01.17	PCC response to request to reallocate SNT allocation		10.01.17		
06.01.17	Annual play report			yes	
06.01.17	St Eds weekly decision list		n/a Hawstead		
11.01.17	SWT flier re event 18/1	To AP for website 13.01.17			
11.01.17	SALC update on audit process for smaller authorities				
12.01.17	Enquiry re chruchyard	Referred to AP/DW 12.01.17			
12.01.17	Flier re Stowmarket chorale	TO AP for website 13.1.17			
12.01.17	Revised NCJ Payscale for 17/18				
13.1.17	HCC mtg mins		13.01.17		

TRAINING

SALC Clerk's networking day 7 Dec 2016

CLERK'S ACTIVITY November-December 2016

Date	Activity	Time
	Prepare for and minute PC meeting dated 17 Nov	
	SALC Training course;	
	Email correspondence, finance and admin; change banking provider; liaise St Eds	
	TOTAL	40.00