

Hawstead Parish Council - Clerk report

18th May 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 March 2017

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
03.03.17 27.04.17	Natural England claim form for 2017	Checked with CC and Submitted 05.05.17		12.2	
March 2017	RPA BPS claim form	Checked with CC and submitted 06.05.17		12.2	
09.03.17	Open Space Society magazine		30.04.17		
13.03.17	St Eds weekly planning list	n/a Hawstead			
13.03.17	LAIS on National Living wage				
15.03.17	Briefing note on West Suffolk waste hub				
15.03.17	PCC letter re Millennium Field	On March agenda			
17.03.17	SALC annual training programme		30.04.17		
19.03.17	CAS renewal – free of charge	Acknowledged 30.03.17			
17.03.17	St Eds weekly decision	n/a Hawstead			
21.03.17	Command Pest control quote			8.6	ys
23.03.17	Electoral notices				
24.03.17	SALC model contract of employment				
27.03.17		Logged incident report re condition of Bells Lane with SCC			
27.03.17	SALC note confirming arrangements for AM and also confirming that public				

	participation sessions are now part of general PC meetings				
30.03.17	Email confirming that request to adopt phone box has been forwarded onto BT.				
31.03.17	Swings report – no issues raised			12.3	
31.03.17	St Eds weekly planning list		n/a Hawstead		
13.04.17	Suffolk walking festival info	To AP/JC 30.04.17			
03.04.17	St Eds weekly planning list	n/a Hawstead			
04.04.17	Wayleave agreement from BT	11.04.17 Email requesting clarification about wayleave agreement which has already been signed		12.1	
04.04.17	Flier re fitness equipment initiatives for green				
05.04.17	Election forms	To JW for noticeboards			
06.04.17	Headway flier	To JC for HJ 09.05.17			
07.04.17	Email confirming that Bells Lane has been included in 17/18 highway repair programme	Various chasing emails – clerk/A Rushen			
07.04.17	Suffolk On Board passenger transport newsletter				
06.04.17	Query re Church	To AP on behalf of PCC			
10.04.17	St Eds weekly planning list	n/a Hawstead			
11.04.17	Parish forum agenda				
17.04.17	St Eds weekly planning list	n/a Hawstead			
17.04.17	Flier re hidden gardens	To AP/JC 30.04.17			
20.04.17	Email from Mrs Carey re Millennium Field	Reply 20.04.17		12.6	yes
24.04.17	St Eds weekly planning list	n/a Hawstead			

25.04.17	Email re cutting of traffic triangle	Acknowledged 09.05.17		8.4	yes
25.04.17	Precept advice				
	1and1 invoice			10.10	
29.04.17	Request to view church harmonium	To PCC 30.04.17			
28.4.17	St Eds weekly planning list	Application DC/17/0374/FUL Church Farm APPROVED			
02.05.17	Report on trees requiring attention Bells Lane	To JC 05.05.17		7.3	yes
02.05.17	LAIS on running free consultation (Parkruns)				
02.05.17	Lawshall preschool info for website	To AP/JC for website/HJ 02.05.17			
02.05.17	Transparency code applications				
02.05.17	Hall booking query – helter skelter	Request for clarification 9/5/17			
03.05.17	Planning consultation re application DC/17/0186/LB and DC/17/1085 re Cooks Farmhouse		05.05.17	9	yes
03.03.05	Notes from Parish forum on 24/4				
03.05.17	Screen Suffolk information		06.05.17		
04.05.17	Village of the year flier		06.05.17		
04.05.17	Draft BT payphone adoption agreement	Raised query re electric supply 05.05.17		8.3	
05.05.17	SALC info bulletin Good Councillors Guide 2017		Circulated 6.5.17	12.4	
05.05.17	St Eds Weekly decision notice		n/a Hawstead		
05.05.17	Message for church over website	To AP 07.05.17			
07.05.17	Email from J Carr re trees			7.3 and 8.5	yes
08.05.17	Cake stall flier	To JC for HJ 09.05.17			
08.05.17	CR email confirming speedwatch equipment in order				

09.05.17	BT Openreach confirming original wayleave agreement will be reactivated		To JW HB 09.05.17	12.1	
09.05.17	Confirmation that Ipswich Park and Ride service to be introduced				
09.05.17	SALC advice on tree scheme		9.5.17	12.5	yes
10.05.17	Email exchange re condition of verge			8.4	yes

TRAINING

CLERK'S ACTIVITY March-April 2017

Date	Activity	Time
	Prepare for and minute PC meeting dated 16 March	
	Admin associated with change in bank provider; accounts, wedding correspondence, grant applications, standing orders, risk assessment, internal audit	
	Email correspondence, finance and admin;	
	TOTAL	50.00