

Hawstead Parish Council - Clerk report

21st September 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 July 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	L	Action	Email circulation	Agenda item	Circulated with agenda
06.07.17	Tour of Britain cycle info				
04.07.17	Consultation re single Council for West Suffolk				
07.07.17	Natural England confirmation of surveying acceptance	NE phoned again Sept 17 to confirm visit would be 2018			
07.07.17	SALC weekly info bulletin				
07.07.17	St Eds weekly planning list		n/a Hawstead		
13.07.17	Road closure order	To website and email distribution list 23.07.17			
14.07.17	K Soons/SCC Email exchange re condition of road in Whelnetham				
14 + 15.07.17	Suffolk waste hub action group information				
12.07.17	Data renewal confirmed				
14.07.17	Communication from planning officer re DC/17/1190/AG1 to JW	St Eds confirmed on 28.07 this consultation abandoned			
14.07.17	St Eds weekly decision list		n/a Hawstead		
17.07.17	Suffolk Waste hub protest communication				
18.07.17	Confirmation of donation to All Saints Church for use of Millennium Field		23.07.17	yes	10.3
20.07.17	Data protection legislation course flier		Booked on 23.07.17		
21.07.17	Electoral canvass information		23.07.17		

21.07.17	SALC weekly info bulletin				
22.07.17	Email re use of church for wedding	Referred to vicar 23.07.17			
25.07.17	Parish and Town Forum notes				
25.07.17	Enquiry re use of Church for wedding	To AP Jul 17			
28/7	Consultation on single Council for West Suffolk	Too late to circulate			
28/7	Info re Bury Masterplan consultations				
28/7	St Eds weekly planning list	Confirmation that consultation DC/17/1190/AG has been withdrawn/abandoned			
28/7/17	SALC info bulletin				
31/7/17	HCC mins from 3/7/17				
2/8/17	Application pack Natural England	To CC			
7/8	HEFER consultation response on CS application	To CC 13/9			
8/8/17	Info re energy efficiency grants	To JC/AP for website/HJ 29/8/17			
9/8/17	Temporary traffic order re road near Newall Farm circa 14/8	Too late to circulate			
9/8/17	Info re Cullum Road traffic works completion				
11/8/17	Waste hub flier				
4/9	Flier re SALC Councillor training		7/9		
4/9/17	Notices re BC by-election	To AP/JW for noticeboards/website 7/9			
1/8/17	SCC July report	To AP for website			
31/7/17	St Eds weekly planning list		n/a Hawstead		
3/8/17	SALC admin bulletin				

5/8/17	Barry Denny letter re use of Green		29/8/17	yes	10.2
11/8/17	St Eds weekly planning list		n/a Hawstead		
11/8/17	SALC admin bulletin				
15/8/17	Bull Lane Road traffic order notification until 25/8	Too late to circulate			
15/8/17	Info re BC election		29/8/17		
17/8/17	SALC admin bulletin				
17/8/17	OSS newsletter		29/8/17		8.2
21/8/17	St Eds weekly planning list	n/a Hawstead			
21/8/17	OSS note re consultation on stiles and footpaths				
21/8/17	Consultation re creation of a single west Suffolk Council to replace FHBC and St Eds BC	Too late to circulate			
22/8/17	Broadband/HB/Matthew Hancock office communication				
22/8/17	LAIS re litter strategy				
24/8/17	J Storey Broadband newsletter		To HB 29/8/17		
25/8/17	SALC admin bulletin				
30/8/17	Rural Vulnerability service newsletter	To HB 13/9/17			
30/8/17	Details of SALC area mtg 2/09/17		Too late to circulate		
31/8/17	Playground inspection report August 2017			yes	10.1
31/8/17	Suffolk on Board newsletter	To AP/JC for website/HJ 13/9/17			

01/09/17	St Eds weekly planning list		n/a Hawstead		
02/09/17	SCC report			yes	5.1
04.09.17	Request from R Jackson as to removal of tree			yes	6.2
04.09.17	Website/newsletter competition – closing date 6/10		13/9/17		
11.09.17	St Eds weekly planning list w/c 8/9		n/a Hawstead		
12.09.17	Community transport information	To AP/JC for HJ/website			
13.09	CAS insurance renewal quote				
12.09.17	Hiscox Insurance quote			yes	6.3
13.09.17	Email re woodland	Ack'd 13/9/17. To JC 13/9/17		yes	6.6
13.09.17	Email from resident proposing use of Millennium Field for picnic	Request accepted 13/9/17 after consultation with PC and AP	13/9/17		
13.09.17	SALC AGM invite		13/9/17		

TRAINING

CLERK'S ACTIVITY July-August 2017

Date	Activity	Time
	Prepare for and minute PC meeting dated 6 July	
	Admin associated with change in bank provider; accounts, wedding correspondence, grant applications, Countryside stewardship scheme etc	
	Countryside stewardship meeting and prep 2/8	
	Email correspondence, finance and admin;	
	TOTAL	35.00