

Hawstead Parish Council - Clerk report

16th November 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 September 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	Detail	Action	Email circulation	Agenda item	Circulated with agenda
22/9/17	St Eds weekly planning list		n/a Hawstead		
26/9/17	K Soons offer re wreath laying for remembrance sunday	To AP 27/10/17			
26/9/17	Precept consultation (re potential introduction of automatic precept referendum concerning any excessive increase in precept)				
28/9/17	Audit briefing				
28/9/17	SALC weekly newsletter – contains crime survey		Survey details 27/10/17		
29/9/17	St Eds weekly planning list		n/a Hawstead		
29/9/17	Details of annual parish conference 16/11/17		29/10/17		
29/9/17	HCC mins		29/9/17		
27/9/17	Natural England acknowledgment of application				
27/9/17	Acknowledgment of OSS subs				
28/9/17	Contribution towards printing from resident re Macmillan coffee morning	Banked			
28/9/17	Acknowledgment of grant towards Macmillan coffee am				

3/10/17	Hawstead monthly equipment inspection report Sept 2017		To MH 3/10/17	10	
6/10/17	SALC weekly bulletin				
4/10/17	K Soons Sept 17 report		27/10/17	5.1	yes
6/10/17	ST Eds weekly planning list		n/a Hawstead		
9/10/17	Stowmarket chorale flier	To AP and JC for HJ/Website 27/10/17			
10/10/17	Request for permission to use Millenium Field for a wedding reception 30/6/17	Ack'd 27/10. More detail requested		10.2	
10/10/17	Planning consultation DC/17/1688/FUL for agricultural building at the Heathers	Time limit extended by agreement		7.1	yes
11/10/17	Details of extraordinary overview and scrutiny SCC sub-committee meeting dated 25/10/17		Too late to circulate		
13/10/17	St Eds weekly planning list – application DC/17/1688/FUL for agricultural building at the Heathers			7.1	
13.10.17	Message from resident re application DC/17/1668/FUL	Ack'd 27/10/17		7.1.1	yes
16.10.17	Finance for Councillors course 28/11/17		25.10.17		
17.10.17	Suffolk View (e and hard copy)		25.10.17	10.3	
18.10.17	CAS newsletter				
18.10.17	Pension Regulator correspondence		n/a Hawstead		
19.10.17	Data protection bill		25.10.17		
20.10.17	Waste hub flier				
20.10.17	St Eds weekly planning list		n/a Hawstead		

20.10.17	Temporary road closure order 20-23/10/17	Too late to circulate			
20.10.17	SALC weekly information bulletin - SALC AGM 7/11/17				
20.10.17	SALC consultation on Councillor disqualification				
20.10.17	SALC response to Local Government Finance settlement precept consultation				
23.10.17	Exchange of correspondence re potholes Mike Harrison/ K Soons				
24.10.17	Roadworks alert for 24.10.17 Jofaca House – tree felling	Too late to circulate			
24.10.17	Message re trees at Brook Green	Acknowledged 25.10.17.Forwarded to JC 25.10.17		6.4	yes
24.10.17	SALC Consultation response on councillor disqualification				
24.10.17	SALC consultation response on Right Homes consultation				
24.10.17	Message re trees at Brook Green	Acknowledged 24.10.17 Forwarded to JC 24.10.17		6.4	yes
25.10.17	Circular email H Brewis re Broadband				
26/10/17	OSS newsletter		27/10/17		
25/10/17	Suffolk Constabulary Halloween posters	To AP for website 27/10/17			
25/10/17	SALC annual report		Notified to PCllrs 29.10.17	10.4	
30/10/17	Suffolk minerals and waste consultation preferred options				
30/10/17	St Eds town and parish meeting info 16/11/17	Same date as next Pc mtg			
31/10/17	SALC info bulletin covering new rules re ICO fee,older persons info fair and AONBs				
31/10/17	Older persons info fair flier	To AP/JC for website/HJ			

31/10/17	Precept form				
1/11/17	Be winter ready flier	To JC/AP for HJ /website 5/11/17			
1/11/17	CC report		7/11/17	5.1	yes
2/11/17	SALC agm paperwork and flier		Councillors notified 6/11/17		
3/11/17	Hawstead play equipment inspection report		To MH and JW	10.1	
Sept-Nov 2017 6/11/17	Various correspondence with BT including return of signed adoption agreement and receipt of BT completion notice re kiosk – completion due 11/11/17	Insurers notified 7/11/17	To HB 7/11/17	6.5	
Oct-Nov 17	Various email correspondence residents and JC/clerk re Brook Green trees		JW and JC copied in	6.4	
7/11/17		Email to SCC re condition of Bells Lane			

TRAINING

Data protection training course 12 October 2017

CLERK'S ACTIVITY September-October 2017

Date	Activity	Time
	Prepare for and minute PC meeting dated 21 Sept	
	Budget prep	
	TVAS submission; BT phone box admin; adoption	
	Email correspondence, finance and admin; training course	
	TOTAL	40.00