

Hawstead Parish Council - Clerk report

26 March 2020

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 January 2020

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
24.01.20	SALC e bulletin		03.02.20		
27.01.20	West Suffolk forum survey	CH completed 03.02.20			
28.01.20	Invitation to Civic reception	To JW 03.02.20			
28.01.20	Info on Ipswich Northern route				
28.01.20	Electoral register alterations				
29.01.20	1 and 1 invoice			8.2	
29.01.20	West Suffolk Local Plan review details		03.02.20		
29.01.20	January play inspection report – low risk findings			10	
30.01.20	WSC planning newsletter		03.02.20		
30.01.20	OSS newsletter		03.02.20		
30.01.20	Local Councillor		03.02.20		
03.02.20	K Soons report			5	YES
11.02.20	DC/19/1720/FUL Land Adj 1 The Pound Hawstead Suffolk APPROVAL			7.4	
04.02.20	Command pest control quote for three years			6.9	YES
04.02.20	DC/20/0106/FUL	MTG 05.03.20			
04.02.20	Hawstead audit confirmed 4/2/20				
03.02.20	K Soons Feb newsletter			5	YES
10.02.20	SALC e bulletin		11.02.20		
	Appeal for funds from EACH			10	
12.02.20	Defibrillator correspondence			10	YES
18.02.20	Internal audit T&C				
20.02.20	SALC e bulletin		02.03.20		
24/02..20	Acre village hall survey	T HCC for action 02.03.20			
25.02.20	Confirmation of intended anonymous donation to the Millennium Orchard				
26.02.20	School travel 20/21 info				
26.02.20	West Suffolk Parish and Town forum on 17/3/20		02.03.20		
26.02.20	West Suffolk area forum agenda (10.03.20)		02.03.20		
26.02.20	Suffolk constabulary comms survey	Completed 02.03.20			
26.02.20	SWT newsletter				
27.02.20	Revised bus timetable	To AP for website	02.03.20		

		02.03.20			
27.02.20	Traffic regulation orders concerning Parking restrictions in Bury St Edmunds	n/a Hawstead			
29.02.20	CAS membership renewal - free	Renewed 02.03.20			
02.03.20	SALC appeal for a Forest Heath representative on the West Suffolk Area forum board				
02.03.20	Suffolk charity vote letter		06.03.20		
02.03.20	Play area inspection report Feb	1 low risk finding as before		10	
03.03.20	RPA guidance update	To CC 13.03.20			
03.03.20	Roadside reserves info		13.03.20		
04.03.20	SCC grass cutting programme – Hawstead scheduled for 29/6/20			10	
04.03.20	Corona virus info from SALC		13.03.20	10	
05.03.20	Stowmarket chorale info	To AP for website 13.03.20			
06.03.20	SALC e bulletin		13.03.20		
	HCC grant application form			6.3	YES
06.03.20	West Suffolk parish and town forum notice		13.03.20		
06.03.20	Enquiry re church	Replied 13.03.20			
06.03.20	SCC newsletters		13.03.20	5	YES
10.03.20	Roadworks alert	To AP for website 13.03.20			
	Remittance advice - recycling				
11.03.20	Mole control quote			6.9	YES
11.03.20	SWT event notice				
11.03.20	DC/20/0346/HH DC/20/0347/LB			7.1 7.2	YES
13.03.20	SALC coronavirus info			10	
16.03.20	RPA reminder to claim for capital works	To CC 200320			
16.03.20	Locality funding still available from KS		18.03.20		
18.03.20	SALC Covid-19		200320	10	
18.03.20	SCC corona virus bulletin		200320	10	
18.03.20	Resident re community orchard			6.10	YES
19.03.20	SCC corona virus bulletin		200320		

TRAINING

Clerk networking; Cilca training 9/3/20

CLERK'S ACTIVITY Jan-Feb 2020

Date	Activity	Time
	Prepare for and minute PC meetings x 2 Jan 2020	
	Email correspondence, finance and admin; research; grit bin; community orchard orders.	
	TOTAL	40.00

Internal finance and asset monitoring has been completed since the last meeting by JW and PB