

Hawstead Parish Council - Clerk report

06th May 2021

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 2021
- Planning decisions

2.5 Suffolk Constabulary May 2021 newsletter [Link](#)

Notes on items 8.1-8.10

Documents for review and approval:

8.1 Standing Orders and Financial Regulation Orders and Code of Conduct (review and re-adoption); these documents are based on the model templates issued by SALC; the only change to the model templates is found at clause 18 (procurement) of the model standing orders.

8.2 review of asset register The only addition this year is a sign for Millennium Field – the bench purchased was gifted to HCC. Total value is £23,739.

Items to Note:

8.3 Review of arrangements with other businesses (ICO/1&1/ SALC);

The PC is a data controller and as such must subscribe to the ICO (£35pa).

The PC employs SALC as payroll provider at £38 pa.

The PC pays 1&1 for use of the website and email platform cost circa £300pa.

8.4 Review of appointments to outside bodies (none at present);

8.5 Confirmation of insurance cover for all insurable risks; The Council's insurance provides asset cover of up to £50,000; The existing cover is adequate for the current range of assets; please note that £50,000 Fidelity cover is provided which is adequate to cover the funds held by the Council (currently just under £18,449 rising to around £26,000 on receipt of the precept)

8.6 Review of Councils subscriptions to other bodies (SALC) The PC subscribes to SALC for training, support and news. Cost £144pa. Further information shown at [SALC – Suffolk Association of Local Councils](#). The PC also subscribes to The Open Space Society [OSS](#), Suffolk Preservation Society [SPS](#) and Suffolk Wildlife Trust [SWT](#).

8.7 Note current range of policies; The current policies include disciplinary, grievance, reserves, complaints, subject access request, data protection, FOI, Equal opportunities; these can be seen on the website [policies](#) are due for review in May 2022; the reserves policy requires updating in order to ensure general reserves are below the precept level from time to time and is on the agenda at item 10.7.

8.8 Review of expenditure under s137 Local Authority Act 1972/General Power of Competence; the Council having declared that the conditions for the general power of competence have been met, should now use s1 Localism Act 2011 rather than s137 LGA 1972 to support any grants in relation to which it has no alternative specific powers.

8.9 Meeting dates for 2021/22.

6th May 2021 (remote)

8th July 2021

9th September 2021

11th November 2021

13th January 2022

10th March 2022

8.1 Planning decisions

Application for lawful development certificate for existing use or development - continued use of dwelling without agricultural occupancy restriction - Church Farm Church Road Hawstead IP29 5NT

Ref. No: DC/21/0330/CLE | Status: Application Granted | Case Type: Planning Application

10. 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 request copies of anything you have not received.

Date	Detail	Action	Email circulation	Agenda item	Circulated with agenda
15.03.21	DC/21/0428/LB		15.03.21	01.04.21	
15.04.21	Salc e bulletin		19.04.21		
16.03.21	Wsc letter re grant applications		19.04.21		
22.03.21	Salc e bulletin		19.04.21		
25.03.21	Pk littlejohn info for year end			12.8	
29.03.21	Salc e bulletin		19.04.21		
29.03.21	Census info				
30.03.21	Wsc info on dog bins			12.6	Yes
01.04.21	Updated timetable 753				
06.04.21	Salc e bulletin		19.04.21		
06.04.21	Scn newsletter		19.04.21		
09.04.21	Election notices	To ap for website 19.04.21			
12.04.21	DC/20/2212/HH		19.04	26.04.21	
15.04.21	SARS letter appealing fr funds		19.04.21	12.9	Yes
16.04.21	Oss newsletter		19.04.21		
19.04.21	Wsc info re business grants		19.04.21		
19.04.21	Letter from Locality Commander for Sudbury & Haverhill.		19.04.21	12.4	Yes
	Play area report for March 2021			12.1	
22/4/21	Sports facility survey	Completed 30.04.21			
22/4/21	HCC query re village hall booking for car club event			8.11	Yes
26.04.21	SALC e bulletin		30.04.21		
27.04.21	Precept remittance				
28.04.21	Welcome Back Fund		30.04.21		
28.04.21	Suffolk Corona virus grant info		30.04.21		
29.04.21	Report from resident		29.04.21	12.7	Yes
30/04/21	Youth survey	Completed 30.04.21			
30/4/21	Flier for east Anglian climate event		30.04.21		

TRAINING

CLERK'S ACTIVITY March-April 2021

Date	Activity	Time
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	Prepare for and minute PC meetings March/April 2021	
	Email correspondence, finance and admin; research; prepare accounts and audit material	
	TOTAL	50.00