

Hawstead Parish Council - Clerk report

13th July 2023

The aim of this report is to provide comments on agenda items and to update the Parish Councillors on:-

- correspondence received, sent and circulated since the last meeting
- Training attended since the last meeting
- Clerks' activity since May 2023
- Planning decisions

2.5 Suffolk Constabulary most recent newsletter

<https://www.suffolk.police.uk/sites/suffolk/files/2023-05/CEO%20Constables%20County%20May%20-%20online.pdf>

6.4 SWT course for parish councils

Details of the SWT courses for parish councils can be found at: www.suffolkwildlifetrust.org/wildlearning

8.4 Internal audit report

<https://suffolcalc.sharepoint.com/sites/SALCsharingdrive/Shared%20Documents/SHARED%20-%20internal%20audit/SHARED%20-%20council%20folders%20for%20upload%20docs/Hawstead/Hawstead%202023/Completed%20report%20&%20signed%20AIAR/Hawstead%20Internal%20Audit%20Report%202023.pdf>

9.1 Planning decisions

Ref. No: DC/23/0036/FUL | Status: Application Refused | Case Type: Planning Application

Planning application - one dwelling with detached garage - Land Off Church Road Hawstead Suffolk

DC/23/0396/HH Address High Trees Lawshall Road Hawstead Suffolk IP29 5NR | Proposal :Householder planning application - first floor rear extension |Approved

8.5 Pension Regulator duties

As an employer the Council is under a duty to automatically enrol qualifying employees into a work place pension scheme; It is under a duty to offer other employees the opportunity to join a workplace pension scheme. The Council does not run a workplace pension scheme and its employees does not wish to join such a scheme. The Council has recently certified that it has complied with its duties in this regard.

8.6 Investment options with existing banker, Lloyds, could include

A fixed term deposit for 3 months (1.8%) or 6 months (3.3%) - minimum deposit £10k, or a 32 day notice account 2.33% - minimum deposit £10k.

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
11.5.23	Correspondence from WSC re application DC/22/1635/FUL		2.6.23	yes	
12.5.23	New Community Wildlife Courses with Suffolk Wildlife Trust		2.6.23	yes	
12.5.23	EP Passenger Interest Group - minutes				
12.5.23	20s plenty campaign		2.6.23	6.3	Yes
12.5.23	Babergh and Mid Suffolk Joint Local Plan Main Modifications Notice of Commencement of Further Examination Hearing Sessions				
15.5.23	SALC bulletin		2.6.23		
18.5.23	Town and parish forum flier		2.6.23		
22.5.23	SALC bulletin		2.6.23		
23.5.23	SALC bulletin		2.6.23		
25.5.23	Internal audit report			8.4	Yes
25.5.23	OSS update		2.6.23		
26.05.23	Grass cut schedule				
26.05.23	SALC training bulletin		2.6.23		
23.05.23	SALC bulletin		2.6.23		
30.05.23	Suffolk Archives - Western Way Development		2.6.23		
31.5.23	SALC AGM flier		2.6.23		
1.6.23	SALC Climate forum - next date 6 June 2023		2.6.23		
2.6.23	Election info from wsc		2.6.23		
6.6.23	SALC newsletter		06.06.23		
09.06.23	WSC - Invitation to support Clean Air Day				
09.06.23	OSS newsletter		09.06.23		
09.06.23	Grass cut schedule				
06.06.23	Receipt of VAT claim				
09.06.23	SALC newsletter		14.06.23		
10.06.23	Receipt of documents – notification of exempt status, 2023 PK Littlejohn				
12.06.23	ICO renewal				
12.06.23	Info from AP re purchase of additional trees for community orchard				
14.06.23	Public Space Protection Order: Consultation now live		14.06.23		
15.06.23	Town and Parish Conference due to take place on 11 July 2023		02.07.23		
19.06.23	SCC newsletter		02.07.23		
19.06.23	West Suffolk Civic Service - Sunday 16 July 2023		02.07.23		
20.06.23	Play area report		05.07.23	10.1	
20.06.23	SALC bulletin		02.07.23		
22.06.23	SALC AGM - Wednesday 19 July 2023		05.07.23		
23.06.23	Grass cutting schedule				
26.06.23	Letter from HPC re reenrolment duties	To employee		8.5	
29.06.23	OSS info		02.07.23		
29.06.23	Flier for Parish/Town Council Training on Planning (Development) - 19 July, 2023 - 6pm - 8pm		02.07.23		
30.06.23	ANPR rota		02.07.23		
To CC	Grass cutting schedule				
03.07.23	SALC bulletin		04.07.23		
04.07.23	Cancellation - Suffolk EP Passenger Interest Group meeting 11 July 2023				
04.07.23	Parish and Town Forum July 2023 11/07/23		05.07.23		
04.07.23	Salc training bulletin		05.07.23		
04.07.23	Acknowledgment from website provider to set up new website		05.07.23		
05.07.23	SCC report		05.07.23	2.2	Yes
06.07.23	Amended ANPR schedule – Hawstead 23 Oct 2023				
07.07.23	Play area report			10.2	

TRAINING

CLERK'S ACTIVITY May-June 2023

Date	Activity	Time
	Prepare for and minute PC meeting May 2023	
	Email correspondence, finance and admin; footpath correspondence; internal audit	
	TOTAL	45.00

Suffolk Cloud has been instructed to migrate Parish Council information onto a new website.