

Hawstead Parish Council - Clerk report

18th January 2018

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 November 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
9/11/17	OSS newsletter		1/12/17		
8/11/17 and 9/11/17	SCC comments on drainage works on Bells Lane		Reported at 16/11/17		
10/11/17	SCC recycling credit and reg details	Replied 1/12/17			
13/11/17	Data protection information			6.1	yes
17/11/17	SALC info bulletin				
17/11/17	HCC mins		17/11/17		
21/11/17	Headway appeal for funds			10.3	
21/11/17	St Eds parish meeting info				
22/11/17	Road closure order		Too late to circulate		
22/11/17	Notification of appointment of Littlejohn LLP as external auditor				
24/11/17	SALC CEO report				
24/11/17	SALC weekly bulletin including internal audit info				
28/11/17	Temporary road closure info		To AP for website 1/12/17		
23/11/17	DC/17/2441/CLE		1/12/17	14.12.17s	

29/11/17	DC/2525/HH and DC/2526/LB		1/12/17	14.12.17	
23/11/17	SALC payroll invoice			14.12.17	
23/11/17	SALC training invoice			14.12.17	
30/11/17	St Eds planning consultation DC/17/2526/LB and DC/17/2525/HH re Park Lane Cotage			14.12.17	
1/12/17	RPA remittance advice for grant payment				
3/12/17	CC report		7/12/17	5.1	yes
4/12/17	Insurance receipt				
4/12/17	Flier for SALC Board appointments				
4/12/17	Query re visiting Church	To AP			
5/12/17	Roadworks flier				
5/12/17	Electoral register				
6/12/17	RPA – confirm update in banking details				
6/12/17	Play area inspection report			10.1	
6/12/17	St Eds Town and Parish Forum flier		18/12/17		
6/12/17	RPA letter confirming change of bank details				
8/12/17	Emergency plan info		To GW 3/1/18		
9/12/17	Email correspondence from K Soons to CC re Spread Eagle Roadworks and works to J40-J43 A14				
9/12/17	Hawstead CC Mins		9/12/17		
12/12/17	Roadworks alert	To AP 18/12/17			

12/12/17	DC17/2559 – planning consultation	St Eds confirm extension of time until 19.1.18	19/12/17	7.1	yes
13/12/17	Quotes for tree work from D Leeper, Springhill, S Bradnam			14/12/17	
15/12/17	Email re planning enforcement issues from CC	Query to SALC re role of PC in planning enforcement 10.1.18		6.2	
15/12/17	Audit Briefing flier		Clerk booked on		
18/12/17	Suffolk On Board newsletter		To MH 18.12.17		
18/12/17	Remittance advice from RPA for 2017-£1277.25				
19/12/17	OSS Xmas greetings				
20/12/17	Provisional financial settlement for 18/19 – referendum principles for PCs will be deferred for three years				
2/12/18	Suffolk legal – change in roadwork notifications				
21/12/18	Emergency plan update info	To GW 3/1/18			
21/12/17	HMRC changes to VAT reclaim				
22/12/17	Natural England – receipt of application for new agreement confirmed				
22/12/17	Suffolk Police and Crime Commissioner survey		3/1/18		
22/12/17	Data protection officer briefing paper			6.1	
27/12/18	Invitation to renew Roadworks alert email	Accepted 3/1/18			
27/12/18	St Eds planning – confirmation of extension of time on planning consultation				
1/1/18	Viking quote	To Councillors 3/1/18			

2/1/18	Storm Eleanor UK Power networks warning info flier	To AP for website 3/1/18			
7/1/18	SCC Dec report		10/1/18	5.1	
9/1/18	Stowmarket chorale flier	To AP/JC for HJ/website 10/1/18			
9/1/18	Spread Eagle works update info from K Soons	To MH 10/1/18			
9/1/18	St Eds Town and Parish forum flier		10/1/18		
10/1/18	Nowton PC email 10/1/18		10/1/18	10.4	
10/1/18	DPO centre email			6.1	

TRAINING

Finance Course 29 November 2017

CLERK'S ACTIVITY November-December 2017

Date	Activity	Time
	Prepare for and minute PC meetings dated 16 Nov and 14 Dec	
	Training course	
	Tree quotes	
	Email correspondence, finance and admin; precept application, research	
	TOTAL	40.00