

Hawstead Parish Council - Clerk report

15th March 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 January 2018

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
18.01.18	Info from K Soons re Tayfen Roadworks		19.1.18		
19.1.18	SALC weekly update				
20.01.18	Request for funds from Neighbourhood watch			10	
22.1.18	SCC report that flooding on Horsecroft Rd rectified plus copy iongoing corresp re continuing flood K Soons/HB/JW				
22.1.18	Community Befriending service flier	To HJ/Website 22.1.18			
26.1.18	Acknowledgment of precept form				
27.1.18	SALC weekly update				
29.1.18	1and1 website			8.2	
29.1.18	Info on GDPR pricing from the DPO centre				
30.01.18	St Eds newstalk appeal for funds			10	
31.1.18	Flier from Brain Tumour research				
31.1.18	St eds mowing quote for 2018/19	May mtg			

31.1.18	Report re heating oil theft at Pinford End	To AP for website 19.2.18			
2.2.18	SALC weekly update (NALC toolkit re GDPR compliance to be issued free shortly to PC)			10.3	
5.2.18	Play inspection report Jan 18	To MH 19.2.18		10.1	
5.2.18	SCC highway self help questionnaire	To MH for completion 19.2.18	19.2.18	10.5	
5.2.18	Village hall wedding company	To Community Council 7.2.18			
5.2.18	Various general copy Corresp re SCC travel survey K Soons and parishes				
6.2.18	Email confirming J West has become HCC Trustee	Noted			
6.2.18	Email B Denny confirming application for camping pods at Maglia Rosso		7.2.18	7	
7.2.18	All Saints letter re community forum on school travel		14.02.18 To Hawstead village list 19.2.18		
7.2.18	Op Velocity (Rural drug crime information)	To AP for website 20.2.18			
9.2.18	Natural England - admin changes to the ES scheme arrangements				
12.2.18	NALC note on financial assistance to the church; emails of clarification between clerk and SALC which confirm that financial maintenance for churchyards can be made by PC under s 214LGA1972			10.4	
16.2.18	SALC weekly update including LAIS on reporting personal data breaches			10.5	

14.2.18	Suffolk on Board newsletters	To MH 20.02.18			
15.02.18	parish forum notes		20.02.18		
17.02.18	DC/18/0220/FUL – Maglia Rosso	Extension of time requested	20.02.18	7	Yes
19.2.18	SWT talk flier				
19.2.18	Consultation on crime and waste sector		20.2.18		
20.02.18	Community facilities survey	Completed 20.02.18			
21.2.18	Confirmation of consultation extension			10.5	
23.2.18	Amended SALC area agenda and mins	To JW 9.3.18			
23.2.18	SALC weekly update				
27.2.18	GDPR toolkit			10.3	
27.2.18	Booking confirmation from clerks training day 22.2.18				
27.2.18	HCC mins		27.2.18		
27.2.18	OSS newsletter		9.3.18		
2.3.18	Suffolk On Board newsletter	To MH 9.3.18			
2.3.18	Message over Hawstead website re history recorder	To AP 9.3.18			
2.3.18	Email corresp regarding possibility of support for Broadband equipment on church tower or similar			6.1	Yes
5.3.18	Emergency plan info	To GW/MH 7.3.18			
5.3.18	SALC weekly newsletter		7.3.18		

5.3.18	K Soons SCC report for Feb		7.3.18	5.1	yes
7.3.18	Consultation on ward boundaries		7.3.18	6.3	
9.3.18	Play inspection report for Feb 2018			10.1	

TRAINING

External Audit briefing Jan 30th

CLERK'S ACTIVITY January-February 2018

Date	Activity	Time
	Prepare for and minute PC meeting dated 18 Jan	
	Training course	
	Tree quotes	
	Email correspondence, finance and admin; precept application, research	
	TOTAL	40.00