

## Hawstead Parish Council - Clerk report

### November 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 September 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
28.9.18	SALC e bulletin		6.11.18	10.2	
28.9.18	Headway newsletter				
29.09.18	1and 1 invoice			8.5	
1.10.18	SCC Oct report			5.1	yes
1.10.18	Sept play area inspection – low risk findings re swings			10.3	
1.10.18	Query re advertising in St Edmund Way mag	To DW 6.11.18			
4.10.18	Flier for rest centre training	Too late to circulate			
5.10.18	Flier for extraordinary meeting of scrutiny and overview committee re highways	Too late to circulate			
5.10.18	SALC e bulletin		6.11.18	10.2	
10.10.18	CAS receipt for insurance renewal				
8.10.18	Correspondence re pothole repair reports from KS	MH copied in			
9.10.18	Housing strategy consultation closes 20.11.18		6.11.18	10.4	
10.10.18	Mole control correspondence	To cc 6.11.18			
10.10.18	Request for copy marriage certificate	To AP for action 6.11.18			

11.10.18	A T letter of thanks re boiler contribution		11.10.18	10.6	
12.10.18	Suffolk Police and crime commissioner update				
12.10.18	Flier from tree contractor G Canvin re tree work	To JC tree warden 6.11.18			
17.10.18	SALC e bulletin		6.11.18	10.2	
18.10.18	CAS 100 years of volunteering newsletter				
23.10.18	Road traffic alert -	Too late to circulate			
23.10.18	Final recommendations in relation to boundary commission review		6.11.18	10.1	
23.10.18	SALC flier for community organising course				
24.10.18	SCC carers survey	To AP for website 6.11.18			
25.10.18	SALC payroll invoice			8.5	
25.10.18	OSS draft strategic plan – available upon request				
29.10.18	1and1 invoice			8.5	
29.10.18	Pensions regulator correspondence re re-enrolment				
29.10.18	Confirmation that SALC membership fees will be held at last year's prices				
18 and 29.10.18	SALC AGM material/annual report		6.11.18		
30.10.18	Precept form for 19/20			8.1	
30.10.18	Local Gvt Boundary commission survey	Completed 6.11.18			

30.10.18	St Eds Planning consultation DC/18/2110/TPO		6.11.18	7.1	yes
30.10.18	UK power networks roadshow flier	Too late to circulate			
31.10.18	Recycling credit	Registration returned 6.11.18			
1.11.18	Pensions regulator correspondence – invite to webinar	No action required			
1.11.18	Notice of further Suffolk Mineral and waste plan consultation round				
30.10.18	Planning seminar invite from St Eds	Response 6.11.18			
5.11.18	October play area report – low risk findings on swings (repainting/footings)		MH 6.11.18	10.3	
5.11.18	SALC AGM 6.11.18 flier		6.11.18		
5.11.18	Flier for LCPAS course on planning				
5.11.18	SALC e bulletin		6.11.18	10.2	
5.11.18	CAS newsletter				
5.11.18	Karen Soons' Nov report		6.11.18	5.1	yes
7.11.18	Polling district review		7.11.18	10.6	
7.11.18	Application for Lawful Development Certificate for existing use or development-continued use of building as a residential dwelling (C3) re The Pavilion, Church Road, Hawstead		7.11.18	7.2	yes
Autumn 18	OSS newsletter				

## TRAINING

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## CLERK'S ACTIVITY September-October 2018

Date	Activity	Time
	Prepare for and minute PC meeting dated September 2018	
	Email correspondence, finance and admin; budget, research.	

	<b>TOTAL</b>	<b>40.00</b>
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