

Hawstead Parish Council - Clerk report

September 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 July 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
23.7.18	SALC note on village hall repairs			10.4	yes
23.7.18		Request to Mike Chester to follow up on planning matters			
26.7.18	SALC weekly bulletin		4.9.18		
26.7.18	Acknowledgment of boundary change consultation response				
28.07.18	Playground inspection report July 2018	No issues		10.3	
29.07.18	1 and 1 invoice			8.2	
30.07.18	ICO renewal confirmation				
1.8.18	Jim Woodward (soil testing) invoice			8.2	
1.8.18	Suffolk constabulary info on annual grading				
1.8.18	Cutting arrangements note		1.8.18	10.1	yes
4.8.18	HCC mins		4.8.18		
8.8.18	SALC weekly bulletin		4.9.18		
9.8.18	Suffolk on Board newsletter	To MH 4.9.18			
9.8.18	OSS newsletter				
9.8.18	LCPAS training brochure		4.9.18		

10.8.18	West Suffolk Annual report 17/18		4.9.18		
12.8.18	Stowmarket chorale flier	To AP/JC for HJ/website 4.9.18			
13.8.18	Consultation on planning inquiries				
14.8.18	CC Aug report		4.9.18	5.1	yes
16.8.18	Info re ancient woodland	To tree warden 4.9.18			
17.8.18	SALC weekly bulletin		4.9.18		
23.8.18	Request for Christmas Fayre feedback		4.9.18		
28.8.18	Roadwork alert	To AP for website 4.9.18			
28.8.18	SCC H bar/Disabled bay information	To AP/JC for HJ/website 4.9.18			
30.08.18	DC/18/1702/HH - Planning consultation		4.9.18	7.1	yes
30.08.18	Stowmarket chorale flier	To AP/JC for website/HJ 4.9.18			
03.09.18	K Soons report		4.9.18	5.1	yes
5/9/18	St Eds agree extension of time for consultation re DC/18/1189				
5/9/18	FH/St Eds area meeting details		11.9.18		
6/9/18	BSE we are listening flier		11.9.18		
6/9/18	St Eds info re play area inspection service which now requires opt-in. Free for next two years.				
7/9/18	SALC e bulletin		11.9.18		
9/9/18	Locality budget application form	To HB/GW 11/9/18			
11/9/18	Wreath flier for 11/11/18	To AP 11/9/18			
11/9/18	Main road closure schedule for 10-16/9	N/a Hawstead			
Sept 18	Insurance renewal		6.1		

10.9.18	The Councillor		18.9.18		
11.9.18	Neighbourhood watch info				
12.9.18	Active communities fliers		18.9.18		
16.9.18	SALC e bulletin		18.9.18		
18.9.18	Low cost crime prevention flier		18.9.18		
18.9.18	Flier for area mtg on 15/10/18				

TRAINING

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CLERK'S ACTIVITY July-August 2018

Date	Activity	Time
	Prepare for and minute PC meeting dated July 2018	
	Email correspondence, finance and admin; research.	
	TOTAL	30.00