

## Hawstead Parish Council - Clerk report

17 January 2019

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 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
28.11.18	Email from SCC re flooding on Bells Lane			10.1	yes
30.11.18	SALC e bulletin				
3.12.18	Consultation reminder Suffolk waste and minerals plan				
4.12.18	Info from planning seminar		10.12.18	10	yes
6.12.18	OSS newsletter				
7.12.18	SALC e bulletin				
12.12.18	Suffolk On Board newsletter				
11.12.18	TVAS update			6.1	yes
10.12.18	RPA claim statement re BFP	To CC for info 18.12.18			
18.12.18	Submit grit bin application to SCC x 3				
19.12.18	Quote from St Eds	To CC 07.01.19		6.3	yes
19.12.18	GDPR e bulletin		07.01.19	10.2	
20.12.18	SCC Guide to riparian ownership				
21.12.18	SALC e bulletin		07.01.19	10.2	
21.12.18	Planning application DC 2303/FUL		07.01.19	7.1	yes
01.01.19	December play equipment report			10.3 low risk finding	Yes
02.01.19	Voluntary Network appeal for funds		07.01.19		
03.01.19	Fox and Pin Lane roadwork details	To AP for website 07.01.19			
07.01.19	SALC e bulletin 04.01.19		07.01.19	10.2	
07.01.19	PCC survey		07.01.19		

### TRAINING

SALC clerk network day 20 Nov 2018

Planning seminar at West Suffolk House Nov 2018

### CLERK'S ACTIVITY November-December 2018

Date	Activity	Time
	Prepare for and minute PC meetings dated Nov and Dec 2018	
	Email correspondence, finance and admin; precept application; grit bins application; purchase shovels, vouchers etc research.	
	<b>TOTAL</b>	<b>40.00</b>