

## Hawstead Parish Council - Clerk report

**21 March 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 January 2019

### 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
18.01.19	SALC e bulletin		15.03.19		
22.01.19	Roadworks alert	To AP for website			
23.01.19	Community Orchard flier			6.1	Yes
24.01.19	Confirmation that DC/18/2110/TPO going to Committee				
24.01.19	SCC – acknowledgment of grit bin correspondence				
24.01.19	Ricoh confirmation of printer refund				
24.01.19	K Soons – acknowledgment of referral re flooding on Bells Lane unresolved by SCC				
25.01.19	SCC – new TVAS schedule; no ref to Hawstead	Queried by Clerk		10	
25.01.19	SCC rights of way confirmation of request for new finger post – delay in execution likely				
27.01.19	BD correspondence re info board		25.02.19		
28.01.19	SCC confirmation that flooding on Bells Lane will not be dealt with in the near future				
29.01.19	Roadworks alert	To AP for website			
29.01.19	HCC request to move printer out of VH			6	
29.01.19	Query re merry go round for green	Advice to Cllrs	30.01.19		
30.01.19	1and1 invoice			8	
31.01.19	Schooll travel policy - new	To AP 01.02.19 for website			
31.01.19	SALC invoice training			8	
31.01.19	HCC mins		31.01.19		
31.01.19	St Eds play area inspection service level agreement	Returned 28.02.19	26.02.19	10	
01.02.19	Info re requirement	To AP for website		10	

	to re-register if on the Housing register	25.02.19			
01.02.19	SALC e bulletin		25.02.19		
02.02.19	Play area report Jan 2019			10 – one minor issue	
02.02.19	SCC Feb report		25.02.19	5.1	
04.02.19	SPS training event flier		25.02.19		
05.02.19	SCC communication re TVAS. Hawstead to be added in April rotation		06.02.19	10	
06.02.19	Flier re electric charging points		25.02.19		
06.02.19	Stowmarket chorale flier	To AP for website 25.02.19			
07.02.19	MHLGC consultation on housing				
08.02.19	E Bulletin		25.02.19		
11.02.19	Suffolk on board newsletter	To MH 25.02.19			
11.02.19	K Soons confirmation that CAB funding has been secured				
13.02.19	Housing register; re-registration info	To AP for website 25.02.19		10	
14.04.19	St Eds info re purdah		25.02.19	10	
14.02.19	Uncontested election cost - £21.54 per Parish			10	
14.02.19	DC/19/0233/FUL	Extension if time granted 20/2/19	19.02.19	7	
15.02.19	Our water project details		25.02.19		
19.02.19	Traffic alert	To AP for website 25.02.19			
19.02.19	Confirmation of internal audit 29/4/19				
20.02.19	SALC e bulletin		25.02.19		
20.02.19	Headway fundraising flyer				
21.02.19	SALC training invoice			8	
21.02.19	Connecting Communities newsletter	To MH 25.02.19			
26.02.19	Election nomination papers			8	
27.02.19	SALC correspondence re church maintenance			6.8	yes
27.02.19	SALC e bulletin		Mar 19		
02.19	SAKC election briefing invoice			8	
04.03.19	SCC March report		14.03.19	5.2	yes
04.03.19	Tree Guardian newsletter	To JC mar 19			
06.03.19	Play area report March	To MH		10	
06.03.19	SALC e bulletin		15.03.19		
08.03.19	Correspondence re proposed rural services network		15.03.19	10	
08.03.19	NALC legal briefing		15.03.9		

08.03.19	CAS renewal - free	Completed 17.03.19		10	
10.03.19	Guidance notes on completing election forms		15.03.19	10	
10.03.19	SWT flier				
11.03.19	SALC payroll invoice			8	
12.03.19	Locality grant credit			6	
13.03.19	Guidance re Dec of Interest		15.09.19	8	
14.03.19	Area forum flier for meeting 26.03.19		15.03.19		
13.03.19	OSS newsletter		15.03.19		

#### TRAINING

**SALC election briefing 20 Feb 2019**

**Cilca introduction and follow up 31 Jan 2019 /7 March 2019**

#### CLERK'S ACTIVITY January – February 2019

Date	Activity	Time
	Prepare for and minute PC meetings dated Jan 2019	
	Email correspondence, finance and admin; research.	
	Training sessions	
	<b>TOTAL</b>	<b>40.00</b>