

## Hawstead Parish Council - Clerk report

18 July 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 May 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
08.07.19	Rights of way consultation <a href="http://www.suffolk.gov.uk/rowip">www.suffolk.gov.uk/rowip</a>		8.7.19	11.2	
08.07.19	Suffolk Community awards flier			11.3	
08.07.19	Almshouse message		08.07.19	11.4	
05.07.19	Bus stop service withdrawal	To AP for website	08.07.19		
05.07.19	Rest centre training flier				
04.07.19	WSDC – notice of council tax refund scam	To AP for website 04.07.19			
01.07.19	WSDC – confirmation that no further paper records will be circulated for planning applications				
01.07.19	K Soons report		8.07.19	6.1	yes
01.07.19	Village of year application info			11.3	
Various	Amendments to the electoral register				
01.07.19	SALC e bulletin		08.07.19		
26.06.19	SSAFA info	Poster to VH			
26.06.19	DC/19/0538/LB – referral to dev control cttee			8.1	
26.06.19	DC/19/0537/HH – referral to dev control			8.1	
26.06.19	HCC minutes		26.06.19		
29.06.19	1&1 invoice			9.3	
25.06.19	Acknowledgment from Shimpling PC re bus service support				
13.06.19	Amendments to insurance offer – effective upon renewal				
13.06.19	Play area report for June			11.1	
21.6.19	Grit bin licence (replacement grit bin opp Khaki Devil)				
20.06.19	SALC co-option advice				
17.6.19	Clerk networking event flier	Booked 18/7/19			
17.6.19	Payslips			9.3	
14.6.19	Info re cyber security training for PCs				
14.6.19	SALC e bulletin		24.06.19		
12.6.19	Query from Lawshall PC re status of Brands Lane bus stop	Confirmed not a HPC asset 14.6.19			
11.06.19	OSS newsletter and		18.06.19		

	annual report				
12.06.19	ICO renewal			7.1	yes
12.06.19	SALC invoice for Councillor training			9.3	
10.06.19	Delegation Panel decision list – approval of DC 19/0537HH and DC/19/0538 LB Cooks Farmhouse			8.1	
10.06.19	Recycling renewal and letter notifying revision to future payment structure	Registration renewed 24.06.19		11.5	yes
10.06.19	Grass cutting quote Fizzell	Meeting 18.06.19			
07.06.19	Matt Hancock MP contact details		24.06.19		
03.06.19	Media training flier from SPS				
05.06.19	The Councillor		24.06.19		
03.06.19	DC/19/1075/FUL	Meeting 18.06.19			
04.06.19	DC/19/1075/FUL	Meeting 18.06.19			
04.06.10	OSS summer newsletter		24.06.19		
03.06.19	SARS request for funding		24.06.19	11.6	
28.05.19 and 06.06.19	West Suffolk DC request for register of interests	Completed			
31.05.19	May Play area report			11.1	
29.5.19	Shimpling PC – request for support for local transport improvements	Response to Shimpling 23.6.19	10.6.19		
28.5.19	OSS acknowledgment of Subs renewal 2019				
28.5.19 and 14.6.19	PKL acknowledgment of certificate of exemption				
22.5.19	SALC community award launch		23.06.19		
15.5.19	West Area forum follow up		23.06.19		
21.5.19 and 18.6.19	Info re availability of fire engine to attend local fete from K Soons				
20.5.19	SALC e bulletin		23.06.19		
24.05.19	Query re ancestry received via website	To AP 17.05.19			
17.05.19	Traffic Commissioners survey from NALC		Too late to circulate		
16.05.19	Briefing for new Councillors				
10.05.19	Suffolk Constabulary Local Policing Model Evaluation survey		Too late to circulate		
09.05.19	Electoral register update				
08.05.19 and 16.05.19	Flier for community self help highway scheme and slides from presentation		16.05.19		
08.05.19	Training flier from SALC		8.5.19		
April/May	Various corresp re BFP and countryside stewardship grants	Claims submitted 7/5/19			

## TRAINING

Community self help highway scheme launch 15 May 2019 (CH)

Councillor course 10 June 2019 (JW/PB/PB)

Chairman course – JW 10 and 13 July

## CLERK'S ACTIVITY May-June 2019

Date	Activity	Time
	Prepare for and minute PC meeting dated May 2019	
	Email correspondence, finance and admin; research; election admin; induction material.	
	End of year accounts; AGAR; internal audit	
	Training session	
	VAT return	
	<b>TOTAL</b>	<b>50.00</b>