

Hawstead Parish Council - Clerk report

12 September 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 July 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
18.07.19	Invitation to meet Robert Everrit – portfolio holder for families and communities		18.07.19		
19.07.19	Planning application DC/1492/HH			7.8.19	
21.07.19	SALC invoice – chair training			8.2	
24.07.19	OSS newsletter		08.08.19		
24.07.19	Better Broadband briefing		08.08.19		
24.07.19	SALC e bulletin 19.07.19		08.08.19		
26.07.19	West Suffolk Affordable housing consultation		03.09.19	10.2	
29.07.19	Shimpling PC letter 18.7.19 re bus service		08.08.19	10.3	yes
30.07.19	ICO registration certificate				
29.07.19	! and 1 Invoice			8.2	
30.07.19	Confirmation that APPLICATION DC/TPO333 2002 Little owl delegated to Planning Committee			7.1	
31.07.19	Info from RPA on Countryside stewardship payments	To CC 03.09.19	08.08.19		
31.07.19	SALC governance review				
31.07.19	Babergh and Mid Suffolk Local plan consultation		03.09.19		
02.08.19	SALC training flier				
02.08.19	Play area report for July – low risk finding on swings paintwork/rust			10.1	
03.08.19	West Suffolk review of grants to external organisations		03.09.19		
05.08.19	Defibrillator order paperwork	Returned to CHT before 2.9.19			
06.08.19	Stowmarket chorale flier	To AP for website 08.08.19			
7.08.19	SALC flier for area forum		08.08.19		
07.08.19	ICO data sharing consultation				
07.08.19	Query re hall booking	Referred to SW 08.08.19			
08.08.19	Village survey example		08.08.19	6.5	
09.08.19	PB comments on asset monitoring		03.09.19	5.8	
14.08.19	Query re burials via	To AP 30.08.19			

	website				
14.8.19	SALC e bulletin		21.8.19		
16.08.19	Forest Heath inspectors report into examination of single issue core strategy S7				
20.08.19	Details of two new lorry watch schemes at Barnham and Fornaham (to support villages suffering from excess lorry traffic)				
21.8.19	Rural task force survey		21.8.19	6.3	
21.8.19	Car park survey		21.8.19		
22.8.19	RPA farming is changing brochure	To CC 28.9.18			
27.08.19	Grit bin guidance			10.4	
30.08.19	Monthly play inspection report			10.1	
02.09.19	SALC flier re forthcoming courses		03.09.19		
02.09.19	Playground inspection course flier				
03.09.19	Flier for SPS landscape training course				
3.09.19	Electoral register amendments				

TRAINING

Clerk networking event 19 July 2019 CH

CLERK'S ACTIVITY July- August 2019

Date	Activity	Time
	Prepare for and minute PC meetings dated July/August 2019	
	Email correspondence, finance and admin; research; grit bin; defibrillator admin.	
	TOTAL	35.00

MONITORING

Quarterly Asset monitoring - completed by PB August 2019

PB noted the following comments:

1. Grit Bin near Maglio Rosso broken ...shovel present
2. Grit Bin Hawstead Lodge farm remains broken , no shovel
3. Bench in Millenium field. Structure sound. Not so sure about planks you sit on.

Bi annual internal finance review completed by JW August 2019