

Hawstead Parish Council - Clerk report

14 November 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 September 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
13/9.19	SALC e bulletin		20.9.19		
16/9/19	Annual Play inspection report			6.2	yes
17/9/19	Parish Engagement workshop flier		1.10.19		
19/9/19	NALC survey of local audit experience	Completed 1.10.19			
19/9/19	Website accessibility guidance			10.1	
20/9/19	Roadside Nature reserve		1.10.19	10.2	
20/9/19	SALC constitution review documents				
20/9/19	West Suffolk Area Forum notes				
24/9/19	Local Government Boundary Commission Consultation		1.10.19	6.4	
24/9/19	Insurance renewal confirmation				
24/9/19	Affordable Housing guidance		1.10.19	10.3	
24/9/19	Landscape Training flier		27.9.19		
24/9/19	Suffolk electoral review briefing		1.10.19	6.4	
26/9/19	SALC e bulletin		30.09.19		
26/9/19	Forest Heath Area Local Plan amendment				
29/09/19	Thank you letter from JD re Macmillan Cancer			10.7	
29.09.19	1 and 1 invoice			8.2	
30.09.19	Shaping Suffolk flier		1.10.19		
30.09.19	Sept play area report				
30.09.19	West Suffolk invoice			8.2	
01.10.19	OSS e-zine		4.10.19		
01.10.19	Affordable Housing Guide		2.10.19		
06.10.19	Changes to bin day	To AP for website 14.10.19			
06.10.19	Email T Clements re planning enforcement			10.4	yes
06.10.19	SCC October report		14.10.19	5.1	yes
07.10.19	Info on partner funded PCSO				
07.10.19	SCC October 2019 newsletter		07.10.19	5.1	
07.10.19	Email re planning enforcement			10.5	yes
07.10.19	Suffolk Waste and Mineral local plan consultation				

08.10.19	Info re new bin days	To AP for website			
11.10.19	SALC AGM flier		4.11.19		
10.10.19	SALC e bulletin		14.10.19		
14.10.19	Suffolk electoral review briefing material		14.10.19		
15.10.19	WSC email re planning site notice on application 1720/FUL		4.11.19		
16.10.19	Shaping Suffolk flier		4.11.19		
16.1.19	Letter re planning enforcement			10.5	yes
16.10.19	West Suffolk sustainable settlements review	n/a Hawstead			
22.10.19	Suffolk View Preservation magazine		4.11.19		
25.10.19	Community engineer Correspondence regarding parking			6.12	yes
24.10.19	Request re use of church	To AP 25.10.19			
23.10.19	DC/19/2049/HH		4.11.19	7.1	
27.10.19	Letter requesting tree to plant on green			6.5	yes
28.10.19	Tree planting circular	To JC 4.11.19			
29.10.19	1 and 1 webmail - invoice			8.2	
29.10.19	Local Government Boundary Commission review – final recommendations		4.11.19	6.4	
29.10.19	Enquiry about advertising in Parish Mag	Confirmed no current Parish Mag			
30.10.19	Acorn invoice			8.2	
30.10.19	OSS newsletter		4.11.19		
30.10.19	Suffolk Fly Tipping campaign		4.11.19		
31.10.19	Precept application			8	
1.11.19	SALC e bulletin		3.11.19		
1.11.19	Winter ready information				
4.11.19	Play report				
1.11.19	K Soons SCC report		3.11.19	5.1	yes
5.11.19	Letter re church			6.13	yes

TRAINING

GR has attended new councillor training course Sept 2019

CLERK'S ACTIVITY Sept-Oct 2019

Date	Activity	Time
	Prepare for and minute PC meetings dated Sept x 2 2019	
	Email correspondence, finance and admin; research; grit bin; defibrillator admin; finances.	
	TOTAL	40.00

MONITORING