

Hawstead Parish Council - Clerk report

July 2018

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 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
11/5/18	salc e bulletin				
16/5/18	GDPR learning together issue 3			10.2	
17/5/18	Post 16 travel policy				
21/5/18	sAlc e bulletin		12/6/18		
23/5/18	Recycliing credit bottle bank				
24/5/18	Highway bulletin	To MH 12/6/18			
25/5/18	Electoral boundary change briefing flier		12/6/18	6.4	
30/5/18	Highway presentation	To MH 12/6/18			
1/6/18	Play area report			10.3	
31//18	CAs newsletter				
31/5/18	sAlc e bulletin		12//18		
31/5/18	Hawstead AGM minutes		31//18		
4/6/18	Stowmarket chorale flier	To JC/AP for website/HJ 12/6/18			
4/6/18	K soons report		6/6/18	5.1	yes
5/6/18	Info re change to discretionary relief rate		n/a Hawstead		

6/6/18	Silver sunday flier				
8/6/18	Record office briefing				
8/6/18	Parish forum minute		12/6/18		
8/6/18	Suffolk waste and mineral plan consultation correspondence				
11/6/18	sALC e bulletin		12/6/18		
10/6/18	K soons circulated data on community and adult service data				
11/6/18	K soon circulated recommendation on school transport consultation				
11/6/18	Flier for the Big Chinwag event				
12/6/18	HCC minutes		12/6/18		
14/6/18	Internal audit invoice			8.4	
15/6/18	Grant application request	Ack'd 28/6/18		6.11	yes
15/6/18	sALC e bulletin		29/6/18		
18/6/18	TVAs acknowledgment				
20/6/18		Annual returns submitted to auditor and ack'd by them			
20/6/18	ICO renewal			6.1	
21/6/18	sWT Suffolk marine conservation zone flier				
25/6/18	Part funded PCOs flier		29/6/18	10.1	
25/6/18	Letter confirming roadwork on Whepstead Road 9-11 July	TO AP for website 28/6/18			
26/6/18	Electoral review briefing		29/6/18	6.4	

29/6/18	1and 1 invoice			8.4	
29/6/18	sWT walk flier /7/18				
29/6/18	Internal audit report		29/6/18	8.2	yes
1/7/18	HCC application for grant for 1 year renovation			6.11	yes
1/7/18	Pankhurst party flier	To Ap for website 11/7/18	11/7/18		
1/7/18	CC report		11/7/18	5.1	yes
1/7/18	School travel info		11/7/18		
2/7/18	War memorial note			6.9	yes
2/7/18	Waste and mineral plan consultation				
2/7/18	sWT membership renewal			6.2	
3/7/18	Planning application DC/18/1067 Hammond Barn		11/7/18	7.2	yes
3/7/18	Listed building application DC 18/1068/LB Hammond Barn		11/7/18	7.2	yes
3/7/18	Stowmarket chorale flier	To AP/JC for HJ/website 11/7/18			
3/7/18	Ward Boundary change consultation		11/7/18	6.4	yes
3/7/18	Email re Future projects for village		3/7/18	6.12	yes
4/7/18	GDPR newsletter			10.2	yes
4/7/18	sAlc e bulletin		11/7/18		
6/7/18	Elmsfest flier	To JC/AP for website/HJ 11/7/18			
6/7/18	Annual play inspection report and monthly inspection report		11/7/18	10.3	
10/7/18	Traffic alert	To AP for website 11/7/18			
11/7/18	sAR report and request for funding		11/7/18	10.4	

11/7/18	Email re working party proposal			6.6	yes
11/7/18	Walking festival feedback query	Responded 11/7/18			
11/7/18	Planning application DC/18/1189 re Park House		11/7/18	7.1	yse

TRAINING

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CLERK'S ACTIVITY May-June 2018

Date	Activity	Time
	Prepare for and minute PC meeting dated 17 May 2018	
	GDPR work/ consent/meeting	
	Accounts; audit	
	Email correspondence, finance and admin; research, grant applications;	
	TOTAL	50.00