

Hawstead Parish Council - Clerk report

16 January 2020

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 November 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
14.11.19	SALC e bulletin		9.12.19		
15.11.19	Room hire 2020 invoice			8.2	
17.11.19	Email from Lawshall PC inviting Hawstead PC to join other Parishes in meeting police once or twice in a year	22.11.19 - agreed Hawstead PC would like to join	17.11.19	10.1	yes
21.11.19	Shaping Suffolk slides		21.11.19		
22.11.19	Local Government Boundary commission survey acknowledgment				
25.11.19	NALC advice on memorial repairs in church		25.11.19	6.6	yes
28.11.19	WSC approval of tax base for precept				
29.11.19	Request to support local electricity bill				
29.11.19	Play area report Nov 19 1 x low risk finding			10.2	
29.11.19	SALC charges 20 21				
3.12.19	HCC minutes				
4.12.19	SCC Dec newsletter		8.12.19	5.1	yes
6.12.19	SALC e bulletin		8.12.19		
9.12.19	NALC note on church maintenance				
10.12.19	Notification of refusal of Little Meade planning application DC/19/2063/P3QPA		12.12.19	7	
18.12.19	Query re filming of meetings from another PC	Responded 24.12.19			
18.12.19	HCC minutes		18.12.19		
18.12.19	Buckingham Palace garden party invite	Responded 06.01.20			
19.12.19	Update to electoral register				
19.12.19	Resident confirming that they would like to sponsor a tree		23,12,19	6.1	yes
20.12.19	Report of flooding Bells Lane	Reported 23 .1 2 . 19			
20.12.19	SALC e bulletin		23.12.19		
23.12.19	WSC Planning newsletter		23.12.19		
10.12.19	Keepers nursery invoice			8.1	
29.12.19	1 and 1 invoice			8.1	
05.01.20	Request for funding from Neighbourhood Watch		6.1.20	10.3	

05.01.20	Stowmarket chorale flier	To AP 6.1.20 for website			
06.01.20	Dec play area inspection			10.2	
06.01.20	GDPR course flier				
08.01.20	New bus time table	To AP for website 10.01.20			
10.01.20	SALC e bulletin		10.01.20		

TRAINING

CH attended Shaping Suffolk conference 18 Nov

CH attended SALC AGM 26 Nov

CH attended SALC clerk network event 3 Dec 2019

CLERK'S ACTIVITY Nov-Dec 2019

Date	Activity	Time
	Prepare for and minute PC meetings dated Nov 2019	
	Email correspondence, finance and admin; research; grit bin; honorarium payments; community orchard orders.	
	TOTAL	40.00