

## Hawstead Parish Council - Clerk report

28 May 2020

The aim of this report is to update the Parish Councillors on:-

- Agenda items 8.4-8.12, 9.1
- correspondence received, sent and circulated since the last meeting
- Training attended since the last meeting
- Clerks' activity since March 2020

**AGENDA ITEMS 8.4-8.12** The Standing orders require that the annual meeting deals with items 8.4-8.12;

**8.4 Standing orders**, Financial regs and code of conduct – these documents were all reviewed at the previous meeting; it has been confirmed to me that all Councils are required to review them at the Annual meeting; the Council is simply required therefore to reconfirm acceptance of these documents at this meeting –and minute this has been done.

### **8.5 The Council has the following arrangements with other businesses**

- SALC – payroll. Current annual cost is £36 net. Details of the service offered can be found [here](#)
- Ionos (formerly 1 and 1) Website platform and email storage paid on a rolling monthly basis cost paid in 19/20 was £299.76 net.
- Contracts with landscape contractors are reviewed annually.
- A new contract with Zoom for remote video conferencing has been agreed for 20-21 which will roll on unless cancelled (approx. £112pa)

### **8.6 Appointments to outside bodies**

**8.8 Confirmation of insurance cover** Community Action Suffolk (broker) has recommended Parish Protect cover underwritten by Royal and Sun Alliance expires Oct 2020. In summary cover includes:

- Property damage (£50k – policy excess £100) and business interruption (£10k) cover in respect of fire, lightning, aircraft and explosion earthquake, theft riot and malicious persons subsidence storm or flood any other accident escape of water glass impact
- Employers liability £10m  
Public liability £10m
- Legal defence costs £250k
- Fidelity insurance £50k
- Legal expenses £10k per event; £1m max
- Officials liability insurance £1m
- Personal accident
- The asset register is valued around £23,641.

*Insurance cover appears adequate for time being.*

### **8.9 Review of Council's subscriptions to other bodies**

The PC is a member of the following bodies:-

SALC – membership is due May 2020. Membership benefits are described [here](#)

OSS – membership is due May2020. Membership benefits are described [here](#)

SWT – membership is due for renewal June 2020. Membership benefits are described [here](#)

Suffolk Preservation Society is due for renewal May 2020. Membership benefits are described [here](#)

Organisations including Parish Councils are required to register with the ICO, for which there is a registration fee of £40.

#### **8.10 The Council has adopted the following policies**

**Complaints policy:** approved on: 17 Nov 2016; last reviewed: May 2019; next review date: May 2023

**Disciplinary policy and procedure;** approved: 17 Nov 2016; last review date: May 2019; next review date: May 2023

**Equal opportunities policy** approved: 17 November 2016 last review date: May 2019 next review date: May 2023

**Grievance policy and procedure** approved: 17 November 2016; last review date: May 2019 next review date: May 2023

**Personal data breaches policy** first approved 17 May 2018 reviewed may 2019 next review date May 2023

**Reserves policy** approved: 14 Nov 2019 review date: Nov 2020

It is also proposed to adopt the following policies:-

- Data Protection and Information Management Policy (to replace the personal data breach policy)
- Subject access request policy and
- Freedom of information policy.

All of these new policies are based on SALC/NALC current template documents. I have suggested a review date of 2023 – in line with the other policies at the start of the next Council's term.

**8.11 Review of expenditure under s137 Local Authority Act 1972;** Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power. The limit of expenditure under this provision for 20/21 is  $262 \times £8.32 = £2,179.84$ . (20/21 budget allows for s137 grants of £300).

**8.12 Arrangements for Annual meeting.** The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") came into force on 4 April. Broadly speaking, the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year. They also remove the requirement to hold an annual meeting.

#### **9.1 Appeals and notifications**

**DC/20/0106/FUL** Planning Application - 1no. detached building for use as cycling/gym/exercise studio - Metcalf Arms Lawshall Road Hawstead IP29 5NR **Refused**

**DC/20/0392/LB** Application for Listed Building Consent - (i) removal of partition walls to create bathroom (ii) removal of partition wall to create larger bedroom 1 (iii) opening made through internal wall from kitchen to bedroom 2 to create access - 5 The Pound Hawstead IP29 5NJ: Pending Decision

**DC/20/0347/LB** Melpost House Whepstead Road Hawstead IP29 5N: 3no. bay cart lodge with first floor storage area and lean to log store (following demolition of existing garage)**Pending Decision**

**DC/20/0346/HH** Melpost House Whepstead Road Hawstead IP29 5NS Pending Decision

## 12. 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
25.03.20	Home but not alone details		30.03.20		
25.03.20	CAS newsletter				
24/25.03.20	SALC email re delay of audit process due to PK Littlejohn			12	
26.03.20	SALC bulletin				
27.03.20	SALC bulletin		30/3/20		
29.03.20	1 and 1 invoice			10.3	
30.03.20	March play area report – low risk findings			12.1	
30.03.20	SALC payroll invoice			10.3	
01.04.20	SALC e bulletin				
02.04.20	SALC sub invoice			10.3 8.1	
2.04.20	Confirmation of parking enforcement orders which enable civil parking enforcement by WSC rather than police				
25.3.20	Electoral register alteration				
02.04.20	Message from WSC leader		08.04.20	12.2	
02.04.20	CCC Covid Board letter		04.04.20		
01.04.20	OSS sub renewal			8.1	
03.04.20	SALC letter confirming delay of audit process until further gvt guidance issued				
03.04.20	CCC Covid Board newsletter		08.04.20		
06.04.20	RPA email stating that capital claim deadline expired	Clerk appealed 230420		12.11	yes
06.04.20	P60				
08.04.20	MHCLG letter re remote meetings		22/4/20	12.3	
08.04.20	CAS newsletter				
09.04.20	SALC newsletter		22.04.20		
09.04.20	CCCovid Board newsletter		22.04.20		
15.04.20	CAS newsletter				
15.04.20	SALC newsletter		22.04.20		
16.04.20	WSC planning department newsletter		22.04.20		
16.04.20	SCC Covid Board newsletter		20.04.20		

16.04.20	WSC Covid briefing pack		20.04.20		
17.04.20	SCC Covid Board newsletter		21.04.20		
17.04.20	SALC Covid-19 newsletter		21.04.20		
17/04/20	Flier re Local Electricity Bill				
19.04.20	Suffolk View newsletter		21.04.20		
19.04.20	SALC Covid-19 newsletter		21.04.20		
21.04.20	Pension Regulator re-enrolment	Completed 22/04/20			
21.04.20	WSC survey re Covid 19 effort				
22.4.20	British Toilet Tax survey (!)				
23/4/20	Precept received £7,200			10.1	
23/4/20	PK Littlejohn audit correspondence			12.4	
24/4/20	Walking routes info			12.5	yes
25/04/20	Exchange of correspondence with CC re restoration of monument			12.6	yes
27/4/20	SALC advice on VAT			8.2	
28/4/20	AP letter re community orchard			12.7	yes
28/4/20	Letter confirming disruption to WSC grass cutting			12.8	yes
1/5/20	1 and 1 invoice			10.3	
1/5/20	CAS update				
4/5/20	SCC newsletter		8/5/20	7.1	yes
6/5/20	OSS AGM details				
7/05/20	SWT circular				
8/05/20	Covid testing briefing		20/05/20		
11/05/20	SALC newsletter		20/05/20		
11/05/20	Roadside Nature reserve newsletter		20/05/20		
11/05/20	Covid SCC briefing				
13/05/20	SARS request for funding		20/05/20	12.9	
13/05/20	CAS newsletter				
14/05/20	Suffolk one life info	To AP for website 20/05/20			
14/05/20	Covid newsletter		20/05/20		
14/05/20	Acknowledgment of grant application by RPA				
15/05/20	Confirmation of recycling credit £171				
15/05/20	Suffolk collaborative communities newsletter		20/05/20		
18/05/20	Covid newsletter		20/05/20		
19/05/20	Stick with it campaign info		20/05/20		
20/5/20	Covid collaborative board newsletter		20/05/20		
14.05.20	Countess of Euston letter containing Queen's message			12.10	yes

## TRAINING

Clerk networking; Cilca training 9/3/20  
Larger Council's forum 22/4/20 20/5/20;  
SALc networking 9/4/20

## CLERK'S ACTIVITY March-April 2020

Date	Activity	Time
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	Prepare for and minute PC meetings March 2020	
	Email correspondence, finance and admin; research; Audit pack; annual return and accounts.	
	<b>TOTAL</b>	<b>50.00</b>