

Hawstead Parish Council - Clerk report

12th May 2022

The aim of this report is to provide comments on agenda items and to update the Parish Councillors on:-

- correspondence received, sent and circulated since the last meeting
- Training attended since the last meeting
- Clerks' activity since March 2022
- Planning decisions

2.5 Suffolk Constabulary March 2022 newsletter [link](#) (most up to date)

Notes on items 8.1-8.10

Documents for review and approval:

8.1 Standing Orders and Financial Regulation Orders and Code of Conduct (review and re-adoption); these documents are based on the model templates issued by SALC; the only change to the standing order model template is found at clause 18 (procurement) HPC adopted in 2014 a filming protocol which is included. There is a new code of conduct; guidance on the new template can be found at [LGA website](#)

8.2 review of asset register. This was reviewed in March 2022 – now further updated now to include new Larkfield road signage.

Items to Note:

8.3 Review of arrangements with other businesses (ICO/1&1/ SALC);

The PC is a data controller and as such must subscribe to the ICO (£35pa).

The PC employs SALC as payroll provider at £38 pa.

The PC pays 1&1 for use of the website and email platform cost circa £300pa.

8.4 Review of appointments to outside bodies (none at present);

8.5 Confirmation of insurance cover for all insurable risks; The Council's insurance provides asset cover of up to £50,000; The existing cover is adequate for the current range of assets; please note that £50,000 Fidelity cover is provided which is adequate to cover the funds held by the Council (currently just under £21,419 rising to around £27,000 on receipt of the precept)

8.6 Review of Councils subscriptions to other bodies (SALC) The PC subscribes to SALC for training, support and news. Cost £144pa. Further information shown at [SALC – Suffolk Association of Local Councils.](#) The PC also subscribes to The Open Space Society [OSS](#), Suffolk Preservation Society [SPS](#) and Suffolk Wildlife Trust [SWT](#).

8.7 Note current range of policies; The current policies include disciplinary, grievance, reserves, complaints, subject access request, data protection, FOI, Equal opportunities; these can be seen on the website [policies](#) are due for review in May 2023; the reserves policy requires updating in order to ensure general reserves are below the precept level from time to time and is on the agenda at item 10.7.

8.8 Review of expenditure under s137 Local Authority Act 1972/General Power of Competence; it is proposed that the Council should consider whether it is in a position to re-declare that the conditions for the general power of competence have been met (2/3 of councillors appointed following election; clerk qualification and resolution); if it can make the re-declaration it should then

use s1 Localism Act 2011 rather than s137 LGA 1972 to support any grants in relation to which it has no alternative specific powers.

8.9 Meeting dates for 2022/23.

12th May 2022

14th July 2022

8th September 2022

10th November 2022

12th January 2023

9th March 2023

Item 8.10 tree work

Quote from SB for tree work 27/4/22 – for approval

I looked at a tree that has fallen from the meadow near the church and has just gone over into the old rectory.

As agreed with James it is a difficult one to price as the job will evolve as we do it but essentially we can carry out the work and remount the owl box for £250 to £380 + VAT.

If ok let me know and we will programme the work into our schedule.

9.1 Planning decisions

Householder planning application - a. re-render east elevation and eastern extensions b. partial demolition of flat roofed east extension and re-build - Pye House Lawshall Road Hawstead IP29 5NR

Ref. No: DC/21/2451/HH | Status: Application Granted | Case Type: Planning Application

Application for listed building consent - a. re-render east elevation and eastern extensions b. partial demolition of flat roofed east extension and re-build - Pye House Lawshall Road Hawstead IP29 5NR

Ref. No: DC/21/2452/LB | Status: Application Granted | Case Type: Planning Application

9.3 The Hospital planning application has been included on this agenda because, if granted, there will be a long term impact on Gypsy Lane; the Council needs to consider whether it wants to make any submission in relation to these proposals even though it is not a formal consultee.

Item 10.8 Bank mandate

The following members/staff are on the bank mandate with full signatory access (including online authorisation)

RA, PB, HB, CH

It is proposed to continue with online banking wherever possible.

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 request copies of anything you have not received

Date	Detail	Action	Email circulation	Agenda item	Circulated with agenda
18.03.22	Suffolk town and parish forum mins				
15.03.22	HCC minutes				

28.03.22	SALC bulletin				
29.03.22	SALC bulletin				
04/04/22	Play area report				
04/04/22	SALC bulletin		20.04.22		
05/04/22	SALC bulletin		20.04.22		
05.04.22	WSC extension of free play area inspections until 31/3/22			12.1	
05.04.33	OSS renewal			10.2	
11.04.22	SALC bulletin		20.04.22		
13.04.22	SALC bulletin		20.04.22		
13.04.22	West Suffolk Civic Dinner info		20.04.22		
14.04.22	WSC Grass cutting info				
18.04.22	SCC report			3.2	yes
19.04.22	WS Local Plan review – information about forthcoming consultation round				
19.04.22	SALC newsletter		20.04.22		
20.04.22	Suffolk show info	To AB for website			
21.04.22	WSC grass cutting info				
25.04.22	SALC newsletter		06.05.22		
26.04.22	SPS newsletter		06.05.22		
27.04.22	WSC planning enforcement letter			12.3	yes
27.04.22	SALC bulletin		06.05.22		
27.04.22	Quote for tree work			8.10	
28.04.22	WSC info on council tax rebate		06.05.22		
28.04.22	WSC precept confirmation				
28.04.22	OSS newsletter		06.05.22		
28.04.22	WSC grass cutting info				
01/05/22	Festival of Suffolk torch bearer information		06/05/22		yes
03/05/22	WSC Platinum Jubilee info		06/05/22		
03/05/22	SALC bulletin		06/05/22		
05/05/22	SALC bulletin		06/05/22		
05/05/22	Citizens Advice West Suffolk: Seeking your support with funding for 2022/23 and an Invite to a Meeting		06/05/22		
06/05/22	WSC grass cutting info	To CC 06.05.22			

TRAINING

Salc larger town forum 26/4/22 and LGA code of conduct seminar 26/4/22

CLERK'S ACTIVITY March-April 2022

Date	Activity	Time
	Prepare for and minute PC meetings March 2022	
	Email correspondence, finance and admin; research; prepare accounts and audit material	
	TOTAL	50.00