

Hawstead Parish Council - Clerk report

September 2026

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 July 2026
- Planning decisions

2.4 Suffolk constabulary

Email dated 20 July 2025 from PC C Claydon

There was a theft from motor vehicle reported in Hawstead over the last month.

Email dated 11 August from Pc Cheryl Claydon

I am contacting you to enquire whether any groups within the village have any community events, meetings, fetes, fairs, markets, coffee mornings, holiday events, or other public engagement opportunities planned between October and December 2026.

I would also be grateful to hear of any events already scheduled for Summer 2027 that may provide opportunities for community engagement and attendance.

If you have an events calendar or details of any planned activities, I would greatly appreciate it if you could share them, including event dates, times, and locations where available.

For your information, I can confirm that there have been one report of an ABH in Hawstead during the last month.

My scheduled community engagement for September is currently as follows (please note that engagements may be subject to cancellation at short notice due to emergency incidents or operational demands):

*Friday 11th September
10:00-11:00 hours
Lidgate Village Hall*

5 Matters Arising

- AB has indicated a positive expression of interest in the Councillor vacancy;
- The SID is in use along Whepstead Road;
- New payscales have been announced for 26/27 (effective 1 April 2026) – advice note attached to this report (for item 8.3)

Item 8.2 Insurance

Zurich have provided a renewal quote which has been previously circulated to councillors.

CAS were approached for a quote but they replied as follows on 2 September 2026:-

Thank you for giving us the opportunity to assist you with your Council's insurance requirements.

Having reviewed your insurance requirements and current arrangements, we do not believe that we are able to offer terms that would be sufficiently competitive at this time.

Rather than take up your valuable time with a quotation that is unlikely to be attractive, we feel it is more appropriate to be open and transparent about our assessment.

Insurance markets, premiums and underwriting criteria can change over time, and we continue to explore ways in which we can assist a wider range of Councils. We would therefore be delighted if you would consider CAS Insurance Services Ltd again when your policy is next due for renewal.

Thank you once again for giving us the opportunity to review your insurance requirements. We appreciate your interest in our services and wish you every success for the future.

9. Planning

Outline planning application - (means of access, layout and scale to be considered) - one self-build dwelling with access off Bull Lane - 6 Bull Lane Pinford End Hawstead Suffolk IP29 5NU

Ref. No: DC/24/1460/OUT | Status: Application Granted | Case Type: Planning Application

11. 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
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26.5.26	Removal of requirement to publish members' home addresses in their public registers of interest		19.8.26		
2.7.26	WSC homelessness initiative info				
8.7.26	SALC advice on declarations of interests		8.7.26	11.3	yes
10.07.26	Annual play inspection report all low risk findings			11.1	yes
10.7.26	SALC flier re Temporary Use Ban (hosepipe ban) across the East of England				
14.7.26	Suffolk Preservation Soc newsletter				
15.7.26	Town and parish update: West Suffolk's Thriving Communities Fund is now open				
15.7.26	Planning Consultation - DC/26/1031/HH			9.1	
17.7.26	WSC grass cut schedule				
17.7.26	Fw: Barnham RAF Camp: Update		18.8.26		
20.07.26	Email PC C Claydon			2.1	yes
20.07.26	SALC bulletin		18.8.26		
21.07.26	WSC message re energy efficiency loans		19.8.26		
21.7.26	SALC training bulletin				
23.7.26	WSC grass cut programme				
22.7.26	ICO confirmation of renewal				
23.7.26	Info re proposed AGAR digital portal				
24.7.26	SALC SUPER FORUM - Local Government Reorganisation - what are the next steps - 17th September 2026		19.8.26		
24.7.26	August bin info	To VV/ website 19.8.26			
25.7.26	RAF Barnham update		10.8.26		
27.07.26	SALC bulletin		19.8.26		
28.07.26	SALC training bulletin				
29.7.26	ANPR data		19.8.26		
31.7.26	Parish and Town Forum 28 July 2026 follow up information		19.8.26		

31.7.26	WSC grass cut programme				
3.8.26	SALC bulletin		19.8.26		
3.8.26	WSC Annual Report 2025/26		19.8.26		
4.8.26	SALC training bulletin				
5.8.26	Play area report – all low risk findings			11.1	Yes
5.8.26	SCC email confirming that Wkepstead Road post may be used for new SID			11.2	Yes
5.8.26	Website request for Church details	Clerk responded 18/8			
6/8/26	Zurich renewal			8.2	yes
8.8.26	Letter from neighbour of Greenacres			11.4	Yes
11.8.26	Email from PC Cheryl Claydon			2.1	
13.8.25	Email re Recycling and waste collections update - Sent on behalf of Mark Christie, Director (Operations, Leisure and Culture)		18.8.26		
13.8.26	WSC grass cut programme				
14.8.26	Suffolk Police and Crime Panel 2025/26 Annual Report published		18.8.26		
14.8.26	WSC announcement re impact of drought on grass cut schedule		18.8.26		
18.8.25	DC/26/1031/HH - reconsultation			9.2	yes
19.08.26	HCC play area report – goal assessment on page 22 low risk findings			11.1	
20.08.26	WSC grass cut update				
20.08.26	Flier for Come to our Open Spaces Society members' day on Saturday 19 September				
20.08.26	Flier for LA Super forum event on 17/9		2.9.26		
20.08.26	Request for playground refurb info from Lawshall PC	Referred to HCC 2.09.26			
24.8.26	Wellbeing Suffolk Support – WSC info		2.9.26		
24.8.26	Information regarding use of data containing home addresses relevant		2.9.25		

	to PCs				
24.8.26	Deadline for Go For It Grants		2.9.26		
25.8.26	SALC training bulletin				
25.8.26	SALC bulletin		2.9.26		
25.8.26	Funding Request to support Ormiston Families' work in Suffolk				
26.8.26	Fw: West Suffolk Local Plan 'Call for Sites' Update		2.9.26		
27.8.26	WSC grass cut schedule				
27.8.26	OSS newsletter				
28.8.26	Planning consultation DC/26/1240/FUL – Metcalfe arms			9.3	
1.9.26	OSS newsletter				
2.9.26	CAS response to request for insurance quote			8.2	

CLERK'S ACTIVITY July-August 2026

Date	Activity	Time
	Prep for and attend July and August 2026 meetings; finance; meeting follow up.	
		35

Copy correspondence

Email 29 July 2026 – ANPR data for Hawstead

Hawstead – Bury Road

· *Total Photos: 1188*

· *30-34mph: 899*

· *35mph+: 289*

· *40mph+: 64*

· *50mph+: 1*

· *Fastest Speed: 51mph*

11.2 Email dated 5 August 2025 from SCC re Whepstead Road SID

Sorry for the late response.

If the post has been installed, yes, you can.

Kind regards,

Jon

*Jonathan Shaw
ANPR Officer*

11.3 Advice from SALC re DOI 8.7.26

Following the lengthy discussion around councillors interests/ voting on 2.7.26 the clerk checked the position with SALC.

They advised that in those circumstances (Ros being chair of a body seeking consent from the Council - no issue as to financial gain);-

Your councillor has an ORI [Other Registrable Interest] in this instance which should be declared. She may speak when the public is allowed, otherwise cannot participate, vote or remain in the room.

An updated guidance sheet is attached. This is a complex area and the clerk would be grateful if you would all take the time to review the attached sheet; if you are aware that you do have an interest in any forthcoming agenda item, please would you touch base with the clerk ahead of the meeting, in order that there is time to seek advice from SALC ahead of any meeting in a timely way.

11.4 Email dated 8 August 2026 neighbour of Greenacres

Please can you inform all committee members that the applicant for Greenacres has used the Householder application which is for extensions. The application is the wrong one as it's been used to apply for ancillary accommodation (so to be lived in) if it's a genuine garden room which is doubtful anyway given the size it should be described as incidental

Therefore the council should not have validated the application as he would need full planning for what he has described as ancillary accommodation.

Both us and XXXX have added further objections on these grounds.

Please can you ask our Ward Counsellor to speak with the planning officers Thomas Halliday as this should never have been allowed to proceed via this application method.

As a reminder we all discussed the disproportionate size of the garden room.

Clerk note – email forwarded to Cllr K Soons for action 8/Aug

8.3 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2026/27

This advice note was last updated on 25 August 2026.

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2026 to 31 March 2027. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2026. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2026 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2026.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

These hourly rates do not now differ from those published by NJC for principal authorities as the calculation bases are in agreement. The NJC resolved to delete SCP 1 with effect from 1 April 2023, and the NJC has resolved to delete SCP 2 with effect from 1 April 2026.

* Hourly rate

	1 April 2025		1 April 2026		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	Deleted with effect from 1 April 2023				Below LC Scale (for staff other than clerks)
2	£24,413	£12.65	Deleted with effect from 1 April 2026		Below LC Scale (for staff other than clerks)
3	£24,796	£12.85	£25,614	£13.28	Below LC Scale (for staff other than clerks)
4	£25,185	£13.05	£26,016	£13.48	Below LC Scale (for staff other than clerks)

5	£25,583	£13.26	£26,427	£13.70	Below LC Scale (for staff other than clerks)
5	£25,583	£13.26	£26,427	£13.70	LC1 (below substantive range)
6	£25,989	£13.47	£26,847	£13.92	LC1 (below substantive range)
7	£26,403	£13.69	£27,274	£14.14	LC1 (substantive benchmark range)
8	£26,824	£13.90	£27,709	£14.36	LC1 (substantive benchmark range)
9	£27,254	£14.13	£28,153	£14.59	LC1 (substantive benchmark range)
10	£27,694	£14.35	£28,608	£14.83	LC1 (substantive benchmark range)
11	£28,142	£14.59	£29,071	£15.07	LC1 (substantive benchmark range)
12	£28,598	£14.82	£29,542	£15.31	LC1 (substantive benchmark range)
13	£29,064	£15.06	£30,023	£15.56	LC1 (above substantive range)
14	£29,540	£15.31	£30,515	£15.82	LC1 (above substantive range)
15	£30,024	£15.56	£31,015	£16.08	LC1 (above substantive range)
16	£30,518	£15.82	£31,525	£16.34	LC1 (above substantive range)
17	£31,022	£16.08	£32,046	£16.61	LC1 (above substantive range)
18	£31,537	£16.35	£32,578	£16.89	LC2 (below substantive range)
19	£32,061	£16.62	£33,119	£17.17	LC2 (below substantive range)
20	£32,597	£16.90	£33,673	£17.45	LC2 (below substantive range)
21	£33,143	£17.18	£34,237	£17.75	LC2 (below substantive range)
22	£33,699	£17.47	£34,811	£18.04	LC2 (below substantive range)
23	£34,434	£17.85	£35,570	£18.44	LC2 (below substantive range)
24	£35,412	£18.35	£36,581	£18.96	LC2 (substantive benchmark range)

25	£36,363	£18.85	£37,563	£19.47	LC2 (substantive benchmark range)
26	£37,280	£19.32	£38,510	£19.96	LC2 (substantive benchmark range)
27	£38,220	£19.81	£39,481	£20.46	LC2 (substantive benchmark range)
28	£39,152	£20.29	£40,444	£20.96	LC2 (substantive benchmark range)
29	£39,862	£20.66	£41,177	£21.34	LC2 (above substantive benchmark range)
30	£40,777	£21.14	£42,123	£21.83	LC2 (above substantive benchmark range)
31	£41,771	£21.65	£43,149	£22.37	LC2 (above substantive benchmark range)
32	£42,839	£22.20	£44,253	£22.94	LC2 (above substantive benchmark range)
33	£44,075	£22.85	£45,529	£23.60	LC3 (below substantive range)
34	£45,091	£23.37	£46,579	£24.14	LC3 (below substantive range)
35	£46,142	£23.92	£47,665	£24.71	LC3 (below substantive range)
36	£47,181	£24.46	£48,738	£25.26	LC3 (below substantive range)
37	£48,226	£25.00	£49,817	£25.82	LC3 (substantive benchmark range)
38	£49,282	£25.54	£50,908	£26.39	LC3 (substantive benchmark range)
39	£50,269	£26.06	£51,928	£26.92	LC3 (substantive benchmark range)
40	£51,356	£26.62	£53,051	£27.50	LC3 (substantive benchmark range)
41	£52,413	£27.17	£54,143	£28.06	LC3 (substantive benchmark range)
42	£53,460	£27.71	£55,224	£28.62	LC3 (above substantive benchmark range)
43	£54,495	£28.25	£56,293	£29.18	LC3 (above substantive benchmark range)
44	£55,801	£28.92	£57,642	£29.88	LC3 (above substantive benchmark range)
45	£57,139	£29.62	£59,025	£30.59	LC3 (above substantive benchmark range)

46	£58,523	£30.33	£60,454	£31.33	LC4 (below substantive range)
47	£59,922	£31.06	£61,899	£32.08	LC4 (below substantive range)
48	£61,198	£31.72	£63,218	£32.77	LC4 (below substantive range)
49	£62,852	£32.58	£64,926	£33.65	LC4 (below substantive range)
50	£64,373	£33.37	£66,497	£34.47	LC4 (substantive benchmark range)
51	£65,925	£34.17	£68,101	£35.30	LC4 (substantive benchmark range)
52	£68,053	£35.27	£70,299	£36.44	LC4 (substantive benchmark range)
53	£70,176	£36.37	£72,492	£37.57	LC4 (substantive benchmark range)
54	£72,307	£37.48	£74,693	£38.72	LC4 (substantive benchmark range)
55	£74,454	£38.59	£76,911	£39.86	LC4 (above substantive benchmark range)
56	£76,572	£39.69	£79,099	£41.00	LC4 (above substantive benchmark range)
57	£78,718	£40.80	£81,316	£42.15	LC4 (above substantive benchmark range)
58	£80,821	£41.89	£83,488	£43.27	LC4 (above substantive benchmark range)
59	£82,815	£42.93	£85,548	£44.34	LC4 (above substantive benchmark range)
60	£84,852	£43.98	£87,652	£45.43	LC4 (above substantive benchmark range)
61	£86,939	£45.06	£89,808	£46.55	LC4 (above substantive benchmark range)
62	£89,081	£46.17	£92,021	£47.70	LC4 (above substantive benchmark range)