

## **Hawstead Parish Council - Clerk report**

### **May 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 March 2026
- Planning decisions

### **2.4 Suffolk constabulary**

PC C Claydon reported; **19 March 2026** there were no crimes reported during the last month for Hawstead; **18 April 2026** there were two assaults, three damages, reported during the last month for Hawstead.

*My scheduled community engagements for May are as follows: (These engagements might be cancelled last minute due to emergency or operational demand).*

***2<sup>nd</sup> May – 10-2pm Clare Town Hall***

***11<sup>th</sup> May – 2-3pm The Barn Stoke By Clare***

***30<sup>th</sup> May – 6:30pm – 7:30pm Memorial Hall Cavendish***

***31<sup>st</sup> May – 10-11am Village Hall Ousden***

### **5 Matters Arising**

- HB has approached 3 x builders for a quote for the VH car park – one quote received to date from A Baker;
- Suffolk Cloud have undertaken an exercise to correct accessibility errors on the website – updated report received.
- Response sent to Maglio Rosso re access request 6.5.26
- Councillors met on site to review RCLP proposal for a pond on the green after the last meeting; it is understood that RCLP will hold some public consultation - decision on RCLP proposal to be delayed until July meeting. SALC advice in connection with these proposals is set out below
- Vacancies remain for tree warden/ councillor seat.
- SCC has suggested an alternative position for the Bury Road SID

SALC commented on RCLP proposals as follows;-

NALC has an advice note which provides guidance on the type of work that can be carried out on a village green without consent and how certain types of work on common land need the secretary of state's consent.

The Council does not have any specific statutory powers to address flooding.

A council that has not adopted the General Power of Competence would generally rely on section 137 of the Local Government Act 1972 as a potential mechanism to fund such a project.

The advice note provided (7.3.3) was not particularly relevant to registered village green – just to commons.

I have asked SALC to confirm that the 2007 DEFRA note (provided in pack 7.3.1) remains relevant – see para 15;-

‘15. Two 19th century statutes protect registered greens from all kinds of damaging activities. Section 12 of the Inclosure Act 1857 and section 29 of the Commons Act 1876 make it an offence to damage or encroach upon a village green or to interrupt its use or enjoyment for recreation. Unlike the Acts which apply to common land, these two provisions do not allow for the landowner to regularise any of these activities by granting consent. The effect of these provisions is that works may not lawfully be undertaken on a village green, unless they are directly beneficial to recreational use, i.e. made with a view to the better enjoyment of the green. However, it is unclear whether the laying out or use of an unsurfaced track, or the surfacing of a track in natural materials, would amount to unlawful works in breach of the 19th century legislation.’) (This advice is in context of rights of way over registered village green; see also FAQ 2010 paras 9-10 for the context of works over registered village green (7.3.2)).

The purpose of the pond has been so far presented as a means to improve water flow/quality rather than for recreation; in the clerk's opinion, a cautious approach would indicate that unless it is completely clear that the provision of the pond is for the purpose of better enjoyment of recreational use on the green then it might be necessary to seek to de-register the relevant part of the green before such works could be allowed to proceed.

#### **Documents for review and approval:**

**9.1 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; Standing Orders are based on the 2025 updated template; the financial regs are based on the 2025 template. In 2014 HPC adopted a filming protocol which is included in the Standing Orders for approval this year.

#### **Items to Note:**

**9.2 review of asset register** (last reviewed in March 2026).

### **9.3 Review of arrangements with other businesses (ICO/lonos/ SALC/Suffolk Cloud);**

The PC is a data controller and as such must subscribe to the ICO (£52pa).

The PC employs SALC as payroll provider at £45 pa.

The PC pays 1&1 (now lonos) for use of the village website and email platform cost circa £264 plus vat pa. Use of the Old email platform has now been phased out. This website is maintained by volunteers as a community resource.

The PC pays Suffolk.cloud (now Pear) for the new PC website and email hosting service at a cost of circa £150pa.

Lloyds is charging £4.25pcm bank charges

### **9.4 Review of appointments to outside bodies (none at present);**

**9.5 Confirmation of insurance cover for all insurable risks;** The Council's insurance (Clear Council) provides property cover of up to £28,000 for contents, street furniture and gates and fences (plus playground equipment up to £13,500); The existing cover is adequate for the current range of assets; please note that £250,000 Fidelity cover is provided which is adequate to cover the funds held by the Council in its bank account.

**9.6 Review of Councils subscriptions to other bodies (SALC)** The PC subscribes to SALC for training, support and news. Cost £195.50. Further information shown at [SALC – Suffolk Association of Local Councils.](#) The PC also subscribes to The Open Space Society [OSS](#), (£45pa) Suffolk Preservation Society [SPS](#) (£30pa) and Suffolk Wildlife Trust [SWT](#).

**9.7 Review and re-confirm current range of policies;** The current policies include grievance, reserves, complaints, subject access request, data protection and information management, personal data breach, FOI, Equal opportunities; these can be found on the website <http://hawstead-pc.gov.uk/policies-and-procedures/> and are next due for review in May 2027; the FOI policy and website accessibility statement have been recently updated; the Council is asked to review and approve these, along with the reserves policy which requires updating (to reflect expenditure on SID/ trees) in order to ensure general reserves are below the precept level from time to time.

**9.8 Review of expenditure under s137 Local Authority Act 1972/General Power of Competence;** it is proposed that the Council should re-declare that the conditions for the general power of competence have been met (over 2/3 of councillors appointed following election; clerk qualification and resolution); Once the general power of competence has been re-declared 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.

### **9.9 Meeting dates for 2026/27.**

**Thursday 14th May 2026 to follow APM at 7pm**

**Thursday 2nd/9th July 2026 at 7.30pm**

**Thursday 10th September 2026 at 7.30pm**

**Thursday 12 November 2026 at 7.30pm**

**Thursday 14th January 2027 at 7.30pm**

**Thursday 11th March 2027 at 7.30pm**

**9.10 Bank mandate**

The Council banks with Lloyds and uses online banking; JB,HB and RA and the clerk are on the bank mandate.

**10.Planning**

The following decision has been received;

[Householder planning application - veranda across rear elevation - 3 Bull Lane Pinford End Hawstead Suffolk IP29 5NU](#)

Ref. No: DC/26/0151/HH | Status: Application Granted | Case Type: Planning Application

**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
14.3.26	Easter bin changes	To VV/Website 27.3.26			
15.3.26	SCC K Soons intention to stand down		27.3.26		
16.3.26	Debt awareness week info	To VV/ website 27.3.26			
18.3.26	WSC local plan call for sites		27.3.26		
18.3.26	SCC newsletter		27.3.26	yes	2.2
18.3.25	Countryside stewardship claim form				
19.3.26	Police email			yes	clerk
19.3.26	West Area forum minutes		27.3.26		
23.03.26	Communities capital fund info		27.3.26		
23.03.26	SALC bulletin		27.3.26		
24.03.26	PK Littlejohn audit pack			yes	10
25.3.26	WSC grass cutting info				

26.3.26	OSS newsletter		27.3.26		
25.3.26	Play area inspection report – all low risk/ v low risk findings			yes	12.1
26.3.26	WSC cost of living/fuel info	Ent to VV/ website 27.3.26			
26.3.26	Local Government Re-organisation (LGR) in Suffolk - Government Decision		27.3.26		
26.3.26	SCC newsletter		27.3.26	2.2	
27.3.26	SALC bulletin training		27.3.26		
30.03.26	SALC bulletin		2.5.26		
02.04.26	WSC grass cutting schedule				
07.04.26	WSC flier for planning training		2.5.26		
07.04.26	SPS newsletter		2.5.26		
08.04.26	Notice that the The Barrow cum Denham Neighbourhood Plan is “made” (adopted)				
08.04.26	SALC training bulletin				
09.04.26	Roadmap to new employment rights		2.5.26		
10.04.26	WSC grass cutting Schedule				
10.04.26	Flier re SALC AGM on 09 July 2026				
14.04.26	SALC bulletin		2.05.26		
15.04.26	SALC flier re highway events				
14.04.26	SALC training bulletin				
17.04.26	SCC re position of SID post		2.05.26	12	
17.04.26	WSC grass cutting schedule				
18.04.26	Police officer C Claydon report				clerk
21.04.26	SALC e bulletin		2.05.26		
21.04.26	Flier for Neighbourhood Planning Workshop - Saturday 16th May at 10am – ONLINE				
23.05.26	DC/26/0610/HH Householder planning application - a. boundary wall to existing gate b. single storey		yes	10	

	detached garage at Church Farm Church Road Hawstead Suffolk IP29 5N				
23.04.26	Play area inspection report for VH – pages 20-22 re goalpost- 6 low risk findings			12.1	
23.04.26	WSC grass cutting schedule				
27.04.26	WSC notice of confirmation Adoption of the West Suffolk Affordable Housing Supplementary Planning Document (SPD)				
28.04.26	Play area inspection report – all low risk or v low risk findings			12.1	
28.04.26	SALC e bulletin		1.5.26		
28.04.26	SALC training bulletin				
30.04.26	OSS newsletter		2.5.26		
01.05.26	Suffolk.Cloud			12	
01.05.26	WSC grass cutting schedule		2.5.26		
5.5.26	SALC training newsletter				
5.5.26	SALC newsletter		6.5.25		

### CLERK'S ACTIVITY April-May 2026

Date	Activity	Time
	Prep for and attend May 2026 meeting; finance; meeting follow up.	
	Audit and accounts	

### Copy correspondence

#### 17.04.26 SCC to HPC re SID post

My colleague has informed me there is a water main and fibre optic cables in the ground where you suggested we put the SID post. I went out to the site to see if it would fit a bit further back away from the road, but it would end up in the bushes, meaning this site won't be usable.

An alternative site would be here: [PIC]

I don't know who the grass belongs to. You might need to get permission from the owner of the large house it is outside of.

Please let me know if this is suitable.

#### 1.5.26 Email from Suffolk.Cloud

Just to let you know that we have now corrected all of the errors and warnings on your site. The only issues left are the links to pdf and Word documents for which , at the moment, there is no solution anywhere and the Government are aware of this.

However, we have developed some software which is at the testing stage and hopefully it will be available shortly. It will create html pages from your pdf minutes in seconds which will then satisfy the outstanding accessibility alerts.

I am just waiting for a colleague to write the new report and, as soon as it is available I will forward it to you.