



CROMHALL PARISH COUNCIL DELEGATED POWERS

APPROVED DELEGATED POWERS FOR CLERK

Reviewed and approved 11th May 2022 item 9f

The Local Government Act 1972, section 101, gives a parish council power to delegate decisions to a committee, a sub-committee reporting to a committee, or the clerk, being the council's proper officer. Decisions may not be taken by an individual councillor, including the chairman.

Working groups of councillors without delegated decision-making powers may meet informally without public notice to oversee functions of the council and to make recommendations to council.

The council should agree terms of reference for delegation whether this is to an officer or committees, sub-committees and working groups.

URGENT DECISIONS OF THE COUNCIL

Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chairman of the Council.

The Clerk is permitted urgent expenditure up to £500 per month to be made without a formal decision to do so in a Council Meeting. Two Councillors are required signatories and all spending must be reported at the next meeting of the Council. Decisions made under this delegation will be reported to and minuted at the next council meeting.

Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

CLERK'S DELEGATION SCHEME FOR PLANNING

1. All planning application consultations whose deadlines expire after the next scheduled meeting will be considered in Council.
2. The Clerk will endeavour to obtain extensions for planning application consultation deadlines which fall shortly before the next scheduled meeting.
3. The Council delegates all planning application consultations not considered the above clauses (1 & 2) to the Clerk in consultation with one or more named Councillors determined by the Council.
4. Consultation may be by correspondence, including email, or in person.
5. The Clerk will email planning consultation notices to the named Councillors. Planning applications can be viewed online at the local authority's website. Comments should be returned as soon as possible to the Clerk for determination of the Council's response within the prescribed consultation period.
6. Decisions made under delegation will be reported to and minuted at the next Council meeting.
7. Under this delegation, and in particular with regard to controversial or major development proposals, the Clerk in consultation with the Chairman of the Council, may decide that a Parish Meeting and/or an Extraordinary Meeting of the Council be called to consider the matter or that the matter be referred to the next Council Meeting, whichever is appropriate.