

# HOPTON CUM KNETTISHALL PARISH COUNCIL

## Scheme of Delegation

The Local Government Act 1972, section 101, gives a Council the power to delegate decisions to a committee or the Clerk, being the Council's Proper Officer.

### **Urgent Decisions of the Council**

Urgent decisions required between scheduled meetings of the council are delegated to the Clerk in consultation with the Chair and Vice Chair of the Council.

Decisions made under this delegation will be reported to, and recorded in the minutes of, 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.

### **Planning Delegation to the Clerk**

The Council delegates to the Clerk the power to comment on planning consultations notified by the District Council.

When the Clerk receives notification of a planning application, he will consult with councillors after circulating all relevant details to them.

Consultation will usually take place at meetings of the Council when the view of the Council will be determined, by a vote if necessary.

If the deadline for comments is before the next scheduled meeting of the Council, consultation may be by email or in person. The Clerk will indicate a date by which any comments should be received by him and he will then determine the view of the Council accordingly, so long as at least three councillors have commented. Delegated decisions will be reported to, and recorded in the minutes of, the next Council meeting.

In respect of any controversial or major development proposals, the Clerk, in consultation with the Chair and Vice Chair, may decide that a parish meeting and/or an extraordinary meeting of the Council should be called to consider the matter.