

Barton Mills Parish Council: Scheme of Delegation

1. Purpose

The purpose of this Scheme of Delegation is to ensure the efficient and timely operation of Barton Mills Parish Council, particularly in instances where external consultation deadlines (such as planning applications) do not align with the Council's monthly meeting cycle.

This policy ensures that the Council can fulfil its role as a statutory consultee without requiring extraordinary meetings for routine matters.

2. General Principles

- All decisions delegated to the Clerk shall be exercised in accordance with the Council's Standing Orders, Financial Regulations, and any prevailing law.
- Delegated authority is intended to be used only when a decision cannot wait until the next scheduled meeting of the Full Council.
- The Council meets on the first Tuesday of each month (excluding August); this policy primarily addresses the periods between these dates.

3. Delegated Planning Authority

In the event that a planning consultation from the District Council (West Suffolk) has an expiry date that falls before the next scheduled meeting of the Parish Council, the following procedure is authorised:

3.1 Consultation Process

1. **Notification:** The Clerk shall circulate the planning application details to all Councillors via email immediately upon receipt.
2. **Review Period:** Councillors will be given a minimum of five (5) working days to submit their comments, objections, or support to the Clerk and the Chair.
3. **Determination:** The Clerk, in conjunction with the Chair (or Vice-Chair in the Chair's absence), will review the collective responses from the Councillors.
4. **Submission:** The Clerk is delegated the authority to submit the Parish Council's formal response to the Planning Authority based on the majority view expressed by the Councillors during the email consultation.

3.2 Referral to Full Council

If an application is deemed by the Chair or Clerk to be of a significant, controversial, or large-scale nature (e.g., major developments), the Clerk shall instead:

- Request an extension of time from the Planning Authority to allow for discussion at the next meeting.
- If an extension is refused, the Chair may call an Extraordinary Meeting in accordance with Standing Orders.

4. Financial and Administrative Delegations

4.1 The Clerk / Responsible Finance Officer (RFO)

The Clerk (Naomi Alecock) is the Council's Proper Officer and shall have delegated authority to:

- Manage the day-to-day administration of the Council.
- Incur expenditure on behalf of the Council for urgent maintenance or repair works up to the limit of **£500**, provided such expenditure is reported to the next meeting.
- Handle emergency measures for the protection of Council assets or public safety.

5. Reporting and Accountability

All decisions made under this Scheme of Delegation must be recorded by the Clerk and formally reported to the Full Council at the next scheduled meeting. These decisions shall be noted in the minutes to ensure transparency and a public record of the Council's actions.

6. Review

This policy shall be reviewed annually at the Annual Meeting of the Parish Council to ensure it remains fit for purpose and compliant with current legislation.

Implementation Notes for Barton Mills

- **Clerk Contact:** Naomi Alecock, 16 Flemington Close, Mildenhall, IP28 7FB. clerk@bartonmills-pc.gov.uk [bartonmills-pc.gov.uk](mailto:clerk@bartonmills-pc.gov.uk)
- **Meetings:** This policy bridges the gap for the "first Tuesday" meeting cycle and provides a framework for the August recess.