

CROMHALL PARISH COUNCIL

DELEGATION OF POWERS POLICY

Version	Date adopted	Minute ref:	Details / Key Changes	Review due
1.0	Unknown		First adoption	
1.1	11/05/2022	05/2022/9f	Reviewed and re-adopted	
1.2	27/02/2024	2024/02/8.1.3	Reviewed and re-adopted: no changes	
1.3	25/02/2025	2025/02/10.3	Reviewed and re-adopted: no changes	
1.4	20/01/2026	2026/01/10.3	Structural updates and minor amendments to improve clarity and accessibility. Added review period.	Jan 2027

Preface

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

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

Decisions made under this delegation of powers, including any spending, will be reported to the next council meeting.

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 still required as signatories.

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

Delegation of planning matters

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 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.

Policy review

This policy will be reviewed annually, as required by Standing Orders.