



# Great Barton Parish Council - Scheme of Delegation

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## 1. Introduction & Legal Framework

1.1 This Scheme of Delegation is adopted by Great Barton Parish Council pursuant to Section 101(1) of the Local Government Act 1972.

1.2 The objective of this Scheme is to allow the Council to function with agility, ensuring statutory consultation deadlines are met even when unforeseen circumstances prevent a public meeting from being quorate.

1.3 This document operates alongside the Council's Standing Orders and Financial Regulations.

<https://greatbarton-pc.gov.uk/parish-council/policies/>

## 2. General Delegation to the Proper Officer (Parish Clerk)

2.1 The Parish Clerk shall be the Proper Officer of the Council.

2.2 Routine administrative decisions and day-to-day management of Council property and services are fully delegated to the Clerk.

## 3. Emergency & Inquorate Planning Delegations

3.1 Background: Great Barton Parish Council is a statutory advisory consultee to West Suffolk Council (<https://democracy.westsuffolk.gov.uk/mgParishCouncilDetails.aspx?ID=223&LS=3>) regarding local planning applications.

3.2 Trigger Condition: In the event that a scheduled meeting of the Full Council or the Planning Committee is inquorate (fewer than 3 voting members present), or if a planning consultation deadline falls before the next scheduled meeting and an extension cannot be secured, the delegation process outlined in 3.3 is triggered.

3.3 Delegated Authority: Authority is hereby delegated to the Parish Clerk to formally submit consultation responses to West Suffolk Council on behalf of the Parish Council, subject to the following strict process:

**Step 1: The Clerk will circulate the planning application details and any received expert planning consultant comments electronically to all members.**

**Step 2: Members will be given a clear deadline (minimum 48 hours) to return their views, comments, and material planning objections to the Clerk via email.**

**Step 3: The Clerk, in consultation with the Chair of the council, will synthesize the feedback of the members and the professional planning consultant to form a unified consensus response.**

**Step 4: The Clerk will formally submit this response to the local planning authority under delegated powers.**

#### 4. Governance & Reporting

4.1 Any planning response submitted under this delegated emergency power must explicitly state on the submission text: **"This response has been submitted by the Clerk under the Great Barton Parish Council Scheme of Delegation due to meeting scheduling/quorum constraints."**

4.2 All decisions and consultation responses made under these delegated powers must be formally recorded and reported by the Clerk at the next quorate meeting of the Full Council for transparency and inclusion in the official minutes.

#### 5. Review Mechanisms

5.1 This scheme will be reviewed annually