



WEST BUTTERWICK PARISH COUNCIL

Scheme of Delegation

Name of Organisation	West Butterwick Parish Council
Date Policy Approved	May 2026
Date of Next Review	May 2027

The Council's Scheme of Delegation authorises the Clerk to the Council to act with delegated authority in the specific circumstances detailed.

Proper Officer and Responsible Finance Officer

- To take action on any issue of such urgency, that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would normally be expected to consult the Chair (or Vice Chair if the Chair is unavailable) and take their views into account.
- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be undertaken immediately, whether or not there is any budgetary provision for the expenditure, subject to a limit of £250.00.
- To take any action regarding minor repairs (up to a cost of £250.00) and to report minor matters to the relevant authority. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time, and shall be reported to the next available Council meeting.

Planning Delegation Powers

The Council utilizes its powers under the Local Government Act 1972, section 101, to devolve to the Clerk the authority to make decisions on planning applications where:

- a. The application falls between meetings, and it is not possible to obtain from the Planning Authority an extension of time to consider the matter; and
- b. The Chairman is unavailable to convene an extraordinary meeting or circumstances are such that the convening of an extraordinary meeting is impractical. In both circumstances the Clerk shall have authority to respond on the Council's behalf, considering the Local Plan; the content of any planning policies and precedent. Moreover, where it is practicable, the Clerk is to contact ALL Councillors to confirm they are content with the response to the specific Planning Application requiring this action.

This authority will not apply to applications where there are known objections by neighbours; multiple housing development; and new land allocations.

Playing Field Use

The Clerk may authorise the use of the playing field as an overflow car park at short notice but only after checking that the ground conditions are suitable.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Council's Standing Orders and Financial Regulations and this Scheme of Delegation, and where applicable any other rules, regulations and legislation. All decisions will be reported to the first appropriate Council meeting. The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Finance Officer as and when appropriate. This scheme will be reviewed annually at the May meeting.