

Lydiard Millicent Parish Council Scheme of Delegation

The Council's Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer and Planning Groups 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 Chairman or Vice Chairman if the Chairman is unavailable and take their view 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 done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500 in line with the Council's Financial Regulations.
- To take any action regarding minor repairs (up to a cost of £500 in line with the Council's Financial Regulations) 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 Delegated Powers

Planning applications shall be received by the Clerk who will provide the relevant Planning Group with the details of the application. The Planning Group shall review the application and form a collective decision within 5 days. The decision will be circulated to all Councillors for agreement to be sent directly to the Clerk within a further 5 days. Should any 2 Councillors not agree with the Planning Group's decision, it must go to a Parish Meeting for full Council discussion.

The Clerk shall be delegated to inform the planning authority

Delegation would not apply to any planning applications which are:

- deemed to require to be "called in" by the Wiltshire Council Councillor
- within the Conservation Area
- for multiple dwellings
- controversial, or where the Council has received objections from the public.

Delegation would apply to planning applications such as:

- tree works
- change of use
- normal extensions
- applications where "no comment" or "no objection" applies.

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 next appropriate Council meeting.

The Council may delegate the power to make individual decisions on individual items to the Proper Officer/Responsible Finance Officer and its Committees as and when appropriate.

Adopted at the Parish Council meeting held 3 July 2025.