

Llanfair Waterdine Parish Council

Policy for dealing with planning applications between Parish Council Meetings.

For any large or potentially contentious applications, an extraordinary meeting should be called by the Chairman.

For other applications, responsibility is delegated to the Clerk, in consultation with councillors.

1. Clerk given delegated powers to comment on applications received between meetings if
 - a. An extension is not allowed by the Planning Officer
 - b. Time restrictions prevent response being submitted before next meeting

Sequence of events

1. Clerk receives application from Planning Authority.
2. All parish councillors (members) are notified immediately.
3. Clerk requests extension until after next Parish Council meeting (if appropriate).

If extension is allowed

4. Application is included on the next Agenda.

If extension is not allowed

5. Clerk informs members, giving deadline for their response (normally 7 days).
6. Members declare interests if applicable.
7. Clerk circulates notice for boards, inviting comments from the public within a specified time frame.
8. Members put this notice on boards, Clerk on website.
9. Comments from the public are forwarded to all members to inform debate.
10. All emails relating to an email decision should be 'reply to all' in order to ensure adequate sharing of views between members.
11. Members who do not respond will be considered to have abstained on the matter.
12. Provided at least three members have expressed their view, the matter may be considered determined.
13. Clerk drafts response to the application based on emails from members.
14. The draft response is checked by the Chairman and or Vice Chairman for accuracy, prior to submission to Shropshire Council.
15. The Parish Council's response is recorded in the Minutes of the next Parish Council meeting.

Adopted: 18 March 2024

Review Date: June 2025