

## **Berkswich Parish Council**

### **Delegated Powers for the Clerk for Planning Applications and Tree Preservation Orders (TPOs)**

Any Planning Applications or TPOs that are received and can be considered at Parish Council meetings will be added to the agenda as is normal practice.

When a Planning Application or TPO is received and the deadline for comments is before a full Council meeting, the Clerk will share details via email and ask Cllr Taylor to prepare a response and circulate to all councillors for comments. All councillors will be expected to respond to the Clerk accordingly. The Clerk will then respond to the consultation taking into account the comments. The Clerk will, wherever possible, allow a minimum of 7 calendar days for councillors to respond. Comments not received by the specified time-period, will not be considered.

All Members will have the power of veto. If this happens the Chairman will be required to call an extraordinary meeting of the Parish Council where the application can be formally considered. At least 3 clear days' notice of this meeting will have to be given (not including the date of the notice or date of the meeting); it will have to take place before the date comments are required by and be quorate. The Clerk will formally minute the meeting and provide comments to Stafford Borough Council (SBC).

#### **Notes**

- **All Councillors must advise the Clerk if they have a Declaration of Interest in any Planning Application.**
- **All Councillors will be able to respond on an individual basis to any of the Planning Applications/TPOs received.**

Agreed at Berkswich Parish Council on 5 October 2021.