

Scheme of delegation to the Clerk

Bramfield & Thorington Parish Council

Adopted on May 2023

Revised October 2025

The powers and duties set out below are delegated to the Parish Clerk to make decisions on behalf of Bramfield and Thorington Parish Council. These decisions must be exercised in accordance with the law, the Council's standing orders and financial regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority and this entire policy is subject to regular review

The Parish Clerk may not delegate these duties and powers to any other person. The Parish Clerk may decide not to exercise delegated responsibilities and may instead make a recommendation to the full council or a committee. Similarly, where The Parish Clerk has no delegated power to make a decision the matter will be reported to the full council for their decision.

The Parish Clerk is authorised to:

• **Planning applications:** The Parish Clerk has delegated authority to make recommendations to ESDC in conjunction with the Chair or Vice-Chair of the Council and after any input received from other Councillors. This authority on planning is subject to the following restrictions:

1. Only to be used for applications for which the expiry date for a response from Bramfield and Thorington Parish Council is before the next scheduled meeting of the Council.
2. Only to be used for applications where an extension to permit discussion at the next scheduled Council meeting is not permitted.
3. A record of all decisions taken by the Parish Clerk regarding planning applications using delegated authority will be reported to the next scheduled meeting of the Parish Council and recorded in the minutes of that meeting.