

**Eardisland Parish Council**  
**Minor Planning Matters For Delegated Powers To Clerk Policy**

Adopted by Eardisland Council on 13 June 2019

Eardisland Parish Council has, at times, to respond to Planning Applications within a deadline that is before the next Parish Council Meeting. Therefore recommended best practice is to give Delegated Powers to the Clerk to respond on behalf of the Council to minor planning applications after due consultation with Councillors.

As Eardisland Parish Council is within a conservation area, residents are unable to prune or remove a small number of trees without planning permission. Therefore this is seen as a minor planning matter to be dealt with under devolved powers.

Minor changes that will not affect the look of a property greatly, such as a small porch or change to a doorway/window may also be seen as minor planning matters.

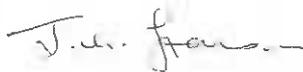
The Clerk will undertake the following steps:

1. Check that the response date is before the next Parish Council Meeting
2. Consult with Councillors by email sending them the link to ensure they can check the application for themselves
3. Once the Councillors have replied, and presuming there are no objections, respond to the Planning Application online
4. Ensure the Planning Application and response is included on the agenda of the following Parish Council Meeting, so the response is Minuted.

If there are objections or if the Clerk is in any doubt about the suitability of responding under devolved powers, the Clerk will consult with the Chair or Vice Chair with a view to calling an extra ordinary Parish Council Meeting to discuss the Planning Application.

All extensions, new build, change of use or major Planning Application is excluded from this policy and will be responded to only after it has been discussed at a Parish Council Meeting. If necessary the Clerk will request an extension in response time from Herefordshire Council

Signed:



Date:

13/6/19 .

Chair, Eardisland Parish Council