

Welton Parish Council

Committee Terms of Reference

Name of Committee:	Planning Committee
Membership:	As many as wish to be on the Committee
Quorum:	Three
Need:	<p>To meet the Planning Authority consultation timetable</p> <p>To ensure no risk of breach of the Local Government Act 1972, Schedule 12, paragraph 39 (1)</p>
Conditions:	<p>Membership of the Committee to be decided upon at its creation and the membership of the committee to be re-appointed at the Annual Council Meeting</p> <p>Meetings to be convened when necessary, primarily to meet application deadlines that cannot be met by Full Council meetings, within the requirements of the Local Government Act 1972, schedule 12, para 10 and the Public Bodies (Admission to Meetings) Act, para 1</p> <p>Meetings may exclude the press and public</p> <p>Minutes to be presented (for note) to the next meeting of the Parish Council</p> <p>The Committee may co-opt other Members of the Council if deemed necessary by the Committee</p> <p>The Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion.</p> <p>If any four councillors consider an application to be of great importance to the parish, they may ask the committee for a deferral to pass the decision either to the next Full Council Meeting, or if a time regulated decision is required, arrange for an extra-ordinary meeting to decide the response.</p>
Restrictions:	<p>Only Members of the Council may be members of the Committee</p> <p>Planning applications may be dealt with by the Parish Council to meet the needs of the Planning Authority timetable.</p>

Only members of the Committee may speak at committee meetings other than by resolution of the committee or if specifically summoned.

The Parish Council's Code of Conduct and attendant regulations apply to this committee

The committee will resolve decisions

Process:

The Clerk will act as the point of contact with East Riding of Yorkshire Council and receive applications.

The Clerk will keep a record of all applications.

On receipt, the Clerk will email outline details of an application to all Members.

The response to be sent to East Riding of Yorkshire Council will be agreed at a Committee or Council meeting and sent by the Clerk.

Responsibilities	Powers	Legal authority
To consider planning applications relating to, affecting or impacting on, the parish of Welton, including associated amendments and appeals	Committee to have power to resolve decisions	Local Government Act 1972, section 101
To consider matters that may be devolved to it, from time to time, by the Parish Council	Committee to make recommendations to the Parish Council unless given specific authority to resolve a particular matter	Local Government Act 1972, section 101
To be responsible for maintaining the Council's Emergency Plan	Committee to have power to resolve decisions	Local Government Act 1972, section 101

Version 2 Amended Aug 2013 to change process

Version 3 Amended Sep 2013 to include responsibility for maintaining Emergency Plan

Version 4 Amended June 2014 to change quorum from four to three

Version 5 Amended May 2015 to change frequency of meetings and to allow for the change to electronic consultation