

Lifton Parish Council

Scheme of Delegation

The Councils Scheme of Delegation authorises the Clerk to the Council/Responsible Finance Officer to act with delegated authority in the specific circumstances detailed below between 24th July and 31st August 2026 (inclusive); to protect the interests of the community and ensure council business continuity in the event a Parish Council meeting is not held in August 2026, informed by consultation with the members of the council.

1. Proper Officer and Responsible Finance Officer

- To take action on any issue of such urgency that it cannot wait until the next normal Council meeting. If circumstances permit, the Clerk would be expected to consult the Chairman and Vice Chairman and take their views into account.

- To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000 excluding VAT.

- To take any action regarding minor repairs (up to a cost of £500 exc. VAT) and to report minor matters to the relevant authority.

Delegated actions shall be in accordance with Standing Orders and Financial Regulations and shall be reported to the next available Parish Council meeting.

2. Delegated Powers re: Planning Delegation

Planning applications shall be received by the Clerk who will provide details to Councillors via email.

Where no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform West Devon Borough Council (the planning authority) within the time allocated of the decision of the Council (by majority vote to either support or not support the application). All Councillors will report directly back to the Clerk when requested to do so and within the deadline set by the Clerk.

Any planning matters dealt with under this Scheme of Delegation shall be formally reported to the next available Parish Council meeting.

Where queries arise, a PC meeting in August maybe required, this will be arranged by the Clerk adhering strictly to procedures set out in Standing Orders.