

Protocol for a delegated decision from Parish Council to the Clerk

The protocol is designed to protect the interests of both the Clerk and the Council in respect of delegated decisions outside of the Parish Council meetings. The item will be placed on the following Agenda under the Section Delegated Decisions.

For a delegated decision to be valid these guidelines must be followed by all parties.

- The Clerk must explain in the e-mail to council requesting a decision the reason for the need for a delegated decision in advance of the next council meeting eg Planning Application deadline is before the next PC meeting. The e-mail must set a deadline for councillors to reply
- The Clerk will send the information referring to the Planning Application or any other matter and the reason to all councillors in the same e-mail
- Councillors must use the 'Reply to All' facility so that all councillors are aware of the response
- The response should include reasons for the decision taken by the councillor to assist the Clerk in writing the official Council response
- At least three councillors must reply for a decision to be made – NB this is the same figure for a quorum as for a formal meeting of PC
- A clear majority decision is required as no casting vote shall be used in the event of a 2-2 or 3-3 split.
- In the case of either a split decision or fewer than three councillors responding within the deadline then the Clerk shall reply with a 'No Comment' response
- This protocol shall be reviewed annually

Stanhoe Parish Council

July 2026