

COMMITTEES TERMS OF REFERENCE

Parish Council business is conducted at the monthly meetings, except January and August, and through Committees.

The following committees are executive:

- Planning
- Finance
- Neighbourhood Plan

The remit of each Committee is as follows:

Planning Committee

Power to decide – YES

Power to act – YES

Power to spend – NO

Barrow cum Denham Parish Council is an advisory body to the Planning Department of West Suffolk District Council and Suffolk County Council for all planning applications that directly relate to the parish area. They consider and respond to all applications for planning and any other planning issues that arise, including Tree Protection Orders.

Membership

Membership shall consist of those members of the Parish Council elected to serve on the committee at the Annual Meeting of the Barrow cum Denham Parish Council. All members elected are voting members of the Planning Committee. Three members of the Planning Committee will constitute a quorum.

A Chairman is to be elected annually by the Committee at the Annual Meeting of the Parish Council and shall hold office until the next Annual Meeting of the Parish Council. A Vice-Chairman may also be elected who also shall hold office until the next Annual Meeting. If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

Areas of Responsibility

- To make representations to the Local Planning Authority on applications for planning permission.
- To make representations in respect of appeals against the refusal of planning permission.
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- To deal with any other planning related matter that a meeting of the full Parish Council considers appropriate to be referred to the Planning Committee.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Parish Council.

All power and duties of the Parish Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts and the Orders and Regulations including Development Control and the Local Plan process, remain with the Parish Council.

Planning Applications

Planning Committee members will receive details of all planning applications as soon as possible after receipt by the Parish Clerk. Further details can be viewed on-line by committee members. The planning committee members may canvas opinion for and against the application and consult with other relevant bodies to assist with fair determination of applications prior to the meeting.

On site meetings may be arranged by the Chairman of the Committee or the Vice-Chairman if the Chairman is not available. Where an on-site meeting is arranged all members of the committee shall be notified but not all have to be in attendance.

Meetings

The Parish Clerk or the Chairman of the Planning Committee will call additional meetings as and when necessary to ensure that all planning applications received can be discussed and replied to within the timescale. A meeting for just the Planning Committee will be arranged in August and January, to ensure applications where an extension cannot be granted until the next Full Parish Council meeting can be responded to. The Planning Committee will decide whether they have recommendations either of support or objection or if they have no recommendations to make. If any two Councillors consider an application to be of great importance to the village, they may ask the committee for a deferral to pass the decision either to the next Full Parish Council meeting, or if a time regulated decision is required arrange for an extra-ordinary meeting to decide the response.

The Planning Committee has an obligation to ensure that all comments received, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Minutes of all meetings will be recorded by the Clerk or any member nominated at the meeting and circulated to all Councillors. All planning applications, the responses and eventual results shall be noted in the minutes of meetings.

The Planning Committee meetings are formal and therefore the agenda will be displayed publicly and standing orders will apply.

Responses

The Parish Clerk or Chairman of the Planning Committee will advise the Planning Committee's recommendations to the Planning Authority, or other relevant body and will ensure that these responses arrive within the timescale for each application.

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend the Planning Authority's planning meetings to represent the Committee's views in respect of controversial planning applications.

All correspondence should be conducted through the Parish Clerk wherever possible.

Review

These terms of reference are to be reviewed annually at the Annual Meeting of the Parish Council.

Finance Committee - Advisory

Power to decide - NO

Power to act - NO

Power to spend - NO

The Finance Committee is appointed by and solely responsible to Barrow cum Denham Parish Council. The committee's duties are defined and agreed by the Main Council, which may vote to modify the Committee's powers. Meetings will be held as needed.

Membership

All members of the Committee shall be elected Parish Councillors. The Committee will consist of no fewer than 4 elected Councillors. At its first meeting they will elect a Chairman to preside over future meetings and a Vice-Chairman if it wishes – both to be re-elected each year following the Annual Parish Council meeting. A quorum will be a minimum of 3 elected members. The Chairman and Vice Chairman of the Parish Council will automatically be members of the committee and have full voting rights.

Records of Proceedings

The committee will meet as required during the year and minutes of the meeting will be taken by any member nominated to do so and circulated to the full Parish Council with recommendations.

Responsibility

To debate and recommend strategy and action on policy and operational matters concerned with the Parish Council's finances and resources.

The finance committee will have the following specific duties:

- (a) To prepare budgets and recommend precepts to submit to the Main Council for approval in November.
- (b) To prepare a 3 year financial forecast for the Main Council.
- (c) To make provision for future agreed capital projects.
- (d) To ensure adequate financial controls are in place to utilise and protect the Parish Council's finances and assets – to include insurance of property and buildings and maintenance of the asset register.
- (e) To review the financial regulations of the Parish Council annually.
- (f) To review Parish Council's fees and charges on a regular basis (at least annually).
- (g) To review all applications for grant aid and submit to main council for approval.
- (h) To review any contracts and tenders to ensure value for money.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

Neighbourhood Plan Sub-committee – Advisory

Power to decide – NO

Power to act – NO

Power to spend – NO

Barrow Cum Denham Parish Council decided to begin the process of implementing a Neighbourhood plan subject to funding at the meeting on 1st July 2019 where it was agreed that between 2 and 4 councillors should attend a workshop focused on writing a grant application.

The Parish Council, while retaining full responsibility for the Plan recognises that the content of the Plan must be driven by the community and draw on the skills and expertise from outside the Parish Council.

Membership

Membership of the Committee shall be a minimum of three elected Parish Councillors and a maximum of three members of the local community.

At its first meeting they will elect a Chairman to preside over future meetings and a Vice-Chairman if it wishes – both to be re-elected each year following the Annual Parish Council meeting. A quorum will be a minimum of 3 elected members.

Records of Proceedings

The committee will meet as required during the year and minutes of the meeting will be taken by any member nominated to do so and circulated to the full Parish Council with recommendations.

Responsibility

Assess existing evidence about the needs and aspirations of the Parish, commission any technical evidence, e.g. housing and infrastructure needs to support the development of a neighbourhood plan and identify gaps.

- Consider progress reports and work undertaken and agree appropriate course of action.
- Agree a programme of community engagement and public consultation at appropriate stages to ensure that the information gathered is representative of those living within Barrow and Denham.
- Undertake analysis, interpretation and reporting of the results from community engagement and public consultation activities, ensuring that they inform decision-making (either directly, or with the aid of consultants).
- Ensure that any planning related documentation complies with the district councils Statement of Community Involvement (SCI) and is appropriate for adoption.
- Ensure consultation with, and co-operation from key stakeholders to ensure the deliverability of the project and of proposals included in the final plan.
- Promote the appropriate development of the villages of Barrow and Denham in accordance with the Neighbourhood Plan.
- Work positively with the district council to ensure the plan is in conformity with the adopted development plan.
- Work positively with the district council in auditing the project plan or the use of any grant funding from the district council.

Commitment from Barrow Cum Denham Parish Council

Barrow cum Denham Parish Council will review all new sub-committee Minutes and Correspondence at each Parish council meeting and provide feedback in order to close the information loop.

- Listen to recommendations/research/advice and as a Parish Council make decisions based on this.
- Provide three Councillors who are members of the Steering Group and who will represent the Parish Council at Steering Group meetings.
- Provide a link from the NP website to the Parish Council website when it becomes available.

Review

These terms of reference are to be reviewed annually at the Annual Meeting of the Parish Council. The sub-committed will be disbanded upon completion of the project at a time that will be agreed by the group or the Parish Council.

POLICY:	COMMITTEES TERMS OF REFERENCE		
Establishment: 12 th April 2021	Assessment by:	Signed:	Date:
1st Review Date Due :	Clerk Approval:	Signed:	Date: