

**Stockton Heath Parish Council**  
**Planning, Finance & General Purposes**  
**Committee Terms of Reference**

These rules are supplemental to, and do not in any way override, the Parish Council standing orders and/or Financial Regulations.

These Terms of Reference were reviewed and recommended by the full council at the Parish Council meeting on 14 May 2019.

These Terms of Reference will be reviewed annually.

**1. Objective**

**1.1 Planning**

Stockton Heath Parish Council is currently an advisory body to the Local Planning Authority (Warrington Borough Council) for all planning applications that relate to the parish area. The Planning Committee is constituted to consider and to respond, if appropriate, on behalf of the Parish Council in respect of such applications.

**1.2 Finance and General Purposes**

The Finance and General Purposes Committee is constituted to consider and to respond on behalf of the Parish Council to any 'finance and general' matters that may relate to the area of Stockton Heath.

1.3 These objectives are fulfilled by the convening of the Planning, Finance and General Purposes Committee ("The PFGP Committee"), constituted as a standing committee of Stockton Heath Parish Council ("The Council").

**2. Membership**

2.1 The PFGP Committee shall comprise of Parish Council members elected annually, along with the Chairman and Deputy Chairman of the Parish Council in an ex-officio capacity, with appointments made at the Annual Meeting of the Parish Council held in May.

2.2 The quorum of the PFGP Committee shall be three members.

**3. Chairman**

3.1 The Chairman of the PFGP Committee shall be determined at the first meeting of the PFGP Committee following the Annual Meeting of the Parish Council in May.

3.2 The Chair shall be notified of such planning applications as will exceed the 21 day response period of the Local Planning Authority (where the time from the date of receipt of such planning applications to the time of the next meeting of the PFGP Committee or Full

Council exceeds the 21 day response period) and that person shall call to a meeting a quorate number of members (should the plans in question be of such a nature that the committee would be inclined to make a response other than a “no objection” response) to consider such applications and make a response thereon.

#### **4. Conduct of Meetings**

4.1 All meetings of the PFGP Committee will be held in accordance with the standing orders, financial regulations and other such policies as exist of the Parish Council.

4.2 The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Parish Council and is usually the first Tuesday of the month at 7.30pm held at the Sandy Lane Centre.

4.3 The Parish Clerk or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

#### **5. Powers delegated to the PFGP Committee by the Parish Council**

##### **5.1 Planning**

The Planning Committee has the delegated authority from Stockton Heath Parish Council:

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Parish Council.
- b) To make representations in respect of appeals, if appropriate, against the refusal of planning permission.
- c) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- d) To monitor, review and where necessary make recommendations to Warrington Borough Council for amendments to the planning consultation procedure.
- e) 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.
- f) To establish Working Groups and Sub-committees and to appoint advisors as and when necessary to assist in its work.

##### **5.2 Finance and General Purposes**

The Finance and General Purposes Committee has the delegated authority from Stockton Heath Parish Council to:

- a) Consider the schedule of payments submitted to that Committee each month by the Responsible Financial Officer, and, having satisfied itself shall authorise payment, up to a threshold of £5,000 per single payment, and provided that such class of expenditure has a revenue budget heading and that payment will not cause such budget to be overspent, by the signing of cheques by two members who are signatories, having checked payments against invoices presented.

- b) Monitor income and expenditure throughout the year, ensuring that the amounts concerned are consistent with approved budgets and any income shortfalls or expenditure in excess of budgets will not adversely affect the Parish Council's overall financial position.
- c) To agree, via email, any request from the RFO of a general nature (being an everyday urgent expenditure that cannot be delayed until the next meeting of the Parish Council) to a maximum of £500 per item.
- d) To approve, on behalf of the Parish Council, the transfer of funds from and to particular bank accounts, and from and to particular budget headings, where the Chairman of the Committee is satisfied that the transfer of funds must take place before the next meeting of the full council. Such urgent transfers of funds must be agreed by the Chairman of the Committee affected by the transfer and by the Chairman or Deputy Chair of the Parish Council.
- e) To draw up and periodically review the procedure for the making of grants and donations and to consider and make recommendations on such requests made to the Parish Council, in accordance with that policy.
- f) To establish Working Groups and Sub-committees and to appoint advisors as and when necessary to assist in its work.

## **6. Responsibilities and area of operation**

### **6.1 Planning**

In addition to the Powers outlined in 5.1, the committee will

- a) Study relevant plans, visit relevant sites where appropriate, and consider any comments from members of the public before deciding whether to submit comments in support or objection.
- b) Consider consultations and correspondence regarding planning issues which may have an impact on the infrastructure of Stockton Heath, or an impact at local, regional or national level and respond on the Parish Council's behalf.
- c) Note decision notices in respect of planning applications received from Warrington Borough Council.
- d) Note any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and participate in any relevant training.
- e) Liaise with the Local Planning Authority, any other principal authority, neighbouring parishes and any groups or organisations regarding planning issues and matters, including such issues or matters as may have an impact on the infrastructure of Stockton Heath.

### **6.2 Finance and General Purposes**

In addition to the Powers outlined in 5.2, the committee will

- a) Consider and make recommendations to the Parish Council on matters concerning grants and finance, insurance, banking matters including Internal Financial Controls, Standing Orders and Financial Regulations.

- b) Make recommendations to the Parish Council, based on consideration of a forecast budget prepared by the RFO, as to the budget and the precept for the following financial year.
- c) Examine the reports of internal and external auditors, ensuring that any recommendations to be complied with, and any shortcomings highlighted in the reports are advised to the Council to be addressed as soon as possible.
- d) Ensure that appropriate records are kept of all assets and that they are adequately insured.

## **7. Documentation**

### **7.1 Planning**

- a) Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the full meetings of Stockton Heath Parish Council. All planning applications, the responses and eventual results shall be noted in the minutes of Committee meetings.
- b) Planning applications shall be notified to Planning Committee members with the agenda.
- c) 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.

### **7.2 Finance and General Purposes**

- a) Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the full meetings of Stockton Heath Parish Council.
- b) A schedule of payments and a note on receipts shall be provided at the time of the PFGP Committee meeting to ensure the information is up-to-date.
- c) All payments noted on the payment schedule will be attached to the minutes.

## **8 Responses**

### **8.1 Planning**

- a) The Parish Clerk will communicate to Warrington Borough Council the PFGP Committee's comments in respect of applications considered.
- b) The Parish Clerk will ensure that these letters arrive within the timescale for each application.
- c) Where an application is subject to an appeal, the PFGP Committee is authorised to make written representation or to nominate a member of the PFGP Committee to attend the hearing.

- d) Wherever possible, a member of the PFGP Committee is to be nominated to attend Warrington Borough Council Planning meetings to represent the PFGP Committee's views in respect of controversial planning applications.
- e) All correspondence should be conducted through the Parish Clerk wherever possible.

## **8.2 Finance & General Purposes**

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

## **9. Review**

These terms of reference are to be reviewed annually.