

This policy has been adopted for applications received between meetings - the following shall occur:

The Clerk will forward information to every councillor on e-mail, including the application reference and the link to view on ELDC website.

For Minor (domestic extensions/garages etc):

- Members shall send their observations (if any) in writing to the clerk within specified time.
- Clerk shall collate those responses and advise ELDC accordingly using the following wording: "The attached are the views of individual members and NOT the views of the Parish Council which has not met to discuss the application and therefore cannot give a corporate view."

For Major applications (Non domestic large agricultural buildings/wind turbines, new building dwellings etc)

- The Chairman shall call a meeting of the Council to discuss the application within the required timescale. Such meetings shall, as normal, be in public and must be quorate.

If the clerk is in doubt as to whether an application is Minor or Major he/she will consult with the planning officer and advise the Chairman accordingly.

Parish Council members are reminded that decisions cannot be made through e-mail, all corporate decisions must be made at a meeting normally open to the public and be by show of hands of those members present. No proxy voting is permitted.

Policy Accepted/Approved

Meeting Date..... Min No: