

NEWLAND PARISH COUNCIL

www.newland-pc.gov.uk

Clerk: J Barker
07539 605118
clerk@newland-pc.gov.uk

15/07/2026

To all Members of Newland Parish Council

You are duly summoned to attend a meeting of Newland Parish Council to be held at The Beauchamp Community on **Tuesday 21st July 2026 at 7.00pm.**

1. To receive and consider apologies for absence.
2.
 - a) Declarations of Disclosable Pecuniary Interests and Other Disclosable Interests in items on the agenda
 - b) Notification of any changes to the Register of Interests
 - c) To consider any requests for Councillor Dispensation (s33 of the Localism Act 2011)

The meeting may be suspended at this point to allow members of the public to address the Council.

3. Reports from representatives of other bodies.
4. To approve the minutes of the annual parish council meeting held 19th May 2026.
5. Updates on matters arising in previous meeting (not otherwise listed on the agenda)
6. Planning
 - a) Planning applications

MHDC Ref	Location	Application details
M/26/00911/FUL	Worcestershire Animal Rescue Shelter Hawthorn Lane Newland Malvern WR13 5BD	Single storey events barn
M/26/01064/FUL	Land At (Os 7952 4866), Worcester Road, Newland	Two dwellings and associated works (Variation of condition 2 of planning permission M/24/01077/FUL)

Any additional applications received prior to the meeting may be considered in order to meet response deadlines.

- b) Planning updates and decisions received

M/26/00497/HP - Single storey garage/garden room to rear of existing property - Approved

7. To consider applications for co-option.
8. To elect a vice-chair (following the resignation of Cllr Sabin).

9. To elect a parish council representative to Madresfield Relief in Need Charity (following the resignation of Cllr Patterson).
10. To adopt a scheme of delegation to the clerk for use between meetings and in case of emergency or the council becoming inquorate.
11. To consider use of outstanding CIL monies (retained until the purchase and installation of bus shelters had been completed)
12. Finance
 - a) To note and approve the schedule of accounts payable.
 - b) To approve Cllr Victory as an online signatory to the parish council bank account/s.
13. Parish Council Assets
 - a) To note the revised asset register
 - b) To review and note the parish council asset inspection log.
14. Other reports and items for future consideration.
15. To confirm the date of the next meeting (scheduled for Tuesday 15th September 2026)

Yours Sincerely,

J Barker – Clerk to Newland Parish Council

The public and press are invited to attend.

Meeting information pack.

Agenda item 10.

Newland Parish Council **Scheme of Delegation**

S101 delegation of powers

The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to the Clerk for making decisions on behalf of the council as and when appropriate. S101 requires formally agreed Terms of Reference by the Council. This should be based on Terms of Reference that set out the key themes of the delegation and the financial thresholds that apply.

This scheme of delegation is to facilitate effective decision making between meetings, in times of emergency or when the council is inquorate. It allows the Clerk to take on the executive role during these times.

Delegation of Power

Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise Powers that have been delegated.

Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.

In an emergency the Proper Officer is empowered to carry out any function of the Council.

Where officers are contemplating any action under delegated powers which is likely to have a significant impact in a particular area, they should also consult a minimum of two Members, and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

The following items may not be delegated to the Clerk:

- To appoint the Chair and Vice-Chair in May each year
- To sign off the Governance Statement by 30th June each year
- To set the precept
- To appoint the Clerk
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council.

To the Proper Officer LGA 1972 s101

The Council's Scheme of Delegation authorises the Clerk to the Council to act with delegated authority in the specific circumstances detailed:

To take action:

1. To take action on any issue that cannot wait until the next Parish Council meeting; the Proper Officer is empowered to take any and all decisions that would normally be taken by Full Council, or a committee or a working group, having consulted a minimum of two Members. Consultation may be by email or by telephone or by virtual meeting, followed by a confirmation email.
2. If circumstances do not permit the input of at least two councillors, the Clerk would normally be expected to consult the Chair or Vice Chair if the Chair is unavailable and take his/her view into account.

Financial thresholds:

3. To authorise expenditure on items where the Council has previously approved the budget to a maximum of £1500 per transaction having consulted with the Chair, or to a higher level where the Council has agreed & minuted the expenditure at a prior meeting. For the avoidance of doubt, this includes any payments that will be overdue before the next scheduled Council Meeting or where discounts may be lost to the Council; to include normal salaries and all items specifically budgeted for, contracted for or expenditure previously agreed by Council at a meeting.

4. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project 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 £1500 per transaction, having consulted the Chair and taken on board their views.
5. To take any action regarding minor repairs or purchases (up to a cost of £750.00 per transaction) having consulted the Chair and taken on board their views.

Planning Matters:

6. Where it has not been possible to obtain an extension from the planning authority, planning applications responses may be determined and submitted by the Clerk following consultation with all parish councillors and, where possible, the approval of the chair.

Delegation Limitations, Record keeping & Reporting:

7. Records will be kept demonstrating a clear trail (particularly around decision making in any form).
8. All decisions will be reported at the next available Full Council Meeting.
9. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

Approved by Date

Minute number

Agenda item 11 – note for information.

The parish council is holding CIL funds totalling £5864.40 which the council decided to hold temporarily to ensure sufficient funds were available to fund the two replacement bus shelters, should the insurance payment received not cover the full cost. Of this, the initial receipt (£890.40, received 24/25) was earmarked for the installation of a litter bin in the layby. A decision on the use of the second receipt (£4974.00, received 25/26) was deferred. The bus shelter installation complete, we can now move forward with this.

Agenda item 12a

Staff costs (& reimbursed expenses) - May	£371.86
Staff costs (& reimbursed expenses) - June	£337.01
The Shed Man – balance payment shelter 1	£3750.00
The Shed Man – balance payment shelter 2	£3750.00
ICO (Information Commissioners Office) – annual registration	£52.00
Society of local council clerks – annual membership	£116.00