

of Local Council Clerks (a professional body recognised by CALC) for their advice. They supported my handling of this matter as the planning amendments were non material and therefore did not require further discussion and approval. They were correctly included in the Agenda for noting by the Councillors. I explained this situation on the Agenda and Minutes relating to the 28th November 2018 and 12th December 2018.

To sum up: Non material amendments do not change or alter the existing planning consent and should be included in the Agenda and noted in the Minutes. This means that Councillors are not obliged to make a comment and no vote takes place, and in the examples above I am sure that Cllr Steve Malcolm requested that the item be 'noted' to which Cllr Dave Edwards (V/Chair) agreed.

In conclusion, I refute the substance of the complaint, wherein the Clerk is alleged to have acted incorrectly, including 'predetermining' as in this case there was nothing to predetermine.

Councillors must determine whether I failed in my duty to them. I believe that the two items above, reflecting **non-material changes** to approved Applications were dealt with in the same fashion as the precedent set previously under PA17/09068.

The Clerk at the time recorded the following in the Minutes:

'PA17/09068 Non Material Amendment

You are invited to comment on the changes, but not obliged. No vote necessary.'

Councillor XX was present at this meeting.

B

PA18/11050 Orchard House

In relation to the accusations made against the Clerk of 'misleading the public, not Minuting comments and undermining public confidence' I think that first thing that has to be considered is the following timeline of events :-

30th November 2018 – The LPA inform the Clerk of a new Planning Application with a response deadline of 21st December 2018

12th December 2018 – Orchard House Planning Application placed on Agenda for discussion.

18th December 2018 – LPO website portal updated with the Parish Council's decision raising objections as listed in the content of the Complaint letter.

18th December 2018 – Clerk received email from Applicant for Orchard House providing revised Plans. As Councillors turned down the Application based on