

Woodmansey Parish Council

Procedures during the Clerk's holiday May-June 2017

Email

All email addressed to woodmanseyclerk@lawks.co.uk will automatically be forwarded to all councillors. This will start on Wednesday 17th May and continue to Wednesday 7th June.

Senders of email will also receive an "out of office" notification, citing Cllr Harold as the contact person for any urgent matters.

Email will still be received by the Clerk and will be processed in the normal way on her return from holiday. However, Planning emails will need specific attention during this period (see below). If anything is obviously urgent, then it should be dealt with by the Chair.

Planning Applications

Emails from ERYC concerning Planning Applications will need reviewing during the Clerk's holiday. They need to be checked to see if the cut-off date for comments is before the day after the next meeting (i.e. 20th June) and if so, an extension should be requested. The Cllr to perform these checks will be identified at the May Council meeting.

The process for this is:-

- view the email from ERYC
- open the PDF attachment to view the application details
- identify in the body of the letter "Comments must be submitted as soon as possible, but no later than ..." and check the date that follows. If this date is on or after 20th June, no action is required
- if the date is *before* 20th June, then an extension should be requested:
 - in the PDF letter, identify the Case Officer from near the top right and note their name
 - close the pdf and reply to the original email from ERYC
 - change who the reply is "To" from "beverley.dc@eastriding.gov.uk" to be the case Officer's name, with a period between, followed by "@eastriding.gov.uk". For example, if the Case Officer is "Mrs Susan Hunt", their email is (likely) "susan.hunt@eastriding.gov.uk"
 - in the body of the email, include text along the lines: "Could we please have an extension for this Planning Application. Our next Council meeting is on Monday 19th June and we will be able to submit comments the following day". (The subject should already show the reference to the application)
- if an extension is *not* granted (which is unusual), this should be discussed with the Chair to determine the best action. Choices are: (a) submit no comments; (b) convene an extraordinary meeting; (c) if the deadline is after 6th June, elect for the Clerk to submit comments on Council's behalf.

Normal service after the Clerk returns

The Clerk will handle all emails in the usual way on her return. This includes those emails received during her absence. Note that all emails automatically forwarded to councillors will not be re-sent by the Clerk, but they will be logged on the correspondence list, included on the agenda, where relevant, etc.