



**Officer Decision Record**

This form records an officer decision and is published in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and the Openness of Local Government Bodies Regulations 2014.

<b>Decision Maker</b>	Janet Waggott, Chief Executive
<b>Date of Decision</b>	12 June 2017
<b>Signature</b>	<i>Janet Waggott</i>
<b>Ward(s) affected</b>	Appleton Roebuck & Church Fenton

<b>Decision Status (tick as appropriate)</b>	
<b>Key Decision</b>	<input type="checkbox"/>
<b>None key decision discharging (or connected to the discharge of) an Executive Function</b>	<input type="checkbox"/>
<b>Specific delegation from Council or Committee</b>	<input checked="" type="checkbox"/>
<b>Grant of Permission/licence</b>	<input type="checkbox"/>
<b>Affecting the rights of an individual</b>	<input type="checkbox"/>
<b>Awarding a contract or incurring expenditure which materially affects the financial position of the Council</b>	<input type="checkbox"/>
<b>Subject to Call in - no</b>	
<b>Decision</b>	
To appoint Councillor John Cattanach as a Parish Councillor for the parish of Biggin, in accordance with Section 91 of the Local Government Act 1972, until such time as sufficient councillors are elected / co-opted to restore the quorum.	

**Reason for Decision**

The Council has been advised that a councillor has resigned from Biggin Parish Council, which takes the number of councillors to only 2. A Parish Council cannot function without a minimum of 3 councillors. Section 91 of the Local Government Act 1972 provides for the District Council to appoint district councillors to restore the quorum and enable the Parish Council to meet.

The Council has further been informed that the Parish Council has its Annual Meeting scheduled for Thursday 15 June, at which it is required to approve its annual accounts. A delay to this process could result in a financial penalty for the Parish Council.

**Alternative Options considered and rejected**

To not appoint a councillor – this option was rejected as the Parish Council cannot meet or function without the minimum number of councillors.

To await the next meeting of Council – this option was rejected as the Parish Council needs to meet urgently to approve its annual accounts. It is also in the interests of the residents of Biggin that their Parish Council can continue to function normally.

**Background papers**

None.

**Contact Details for further information**

Daniel Maguire, Democratic Services Officer  
Email: [dmaquire@selby.gov.uk](mailto:dmaquire@selby.gov.uk)  
Telephone: 01757 705101