

Title of Report: Item 10: Inaccuracy in Committee Minutes	Officer Presenting: Head of Planning Author: Democratic Services Officer
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1 Purpose of Report/Recommendations

- 1.1 To seek a recommendation from the Committee to correct an inaccuracy in the Minutes of a previous Planning Committee meeting.

2 Background

- 2.1 DfI collate information for one of their statistical indicators in respect to decisions taken by the Planning Committee. This information is obtained from the published Council Planning committee minutes throughout the year. Aligning with this, the Council's Planning Section record the case officer recommendation and committee decisions on a database. The data is validated to ensure that both sets of data match.
- 2.2 Through the above process, an inaccuracy in the Planning Committee Minutes of the meeting held on 3 July 2019 - Minute Reference P83/19, was identified. Whilst the resolution was accurate, the associated minute narrative was inaccurate.
- 2.3 The Minutes of the Planning Committee held of 3 July 2019, were approved at the Council Meeting held on 18 July 2019 (Minute Ref. C201/19) with no amendments noted or approved.

3 Key Issues

- 3.1 Below is an extract of the minutes of the Planning Committee, Minute Reference P83/19, with the suggested inaccuracy corrected:

"LA11/2019/0166/O - Proposed infill dwelling between No. 113 and no. 115 Slieveboy Road, Claudy.

The Senior Planning Officer presented the above application, details of which were previously circulated to Members. She provided an overview of the background to the application and, based on material consideration and in line with planning policy, recommended that ~~refusal~~ **approval** be granted subject to conditions as outlined in the report.

Councillor McGuire moved, seconded by Alderman Kerrigan to support approval of the application for reasons as outlined by the Senior Planning Officer.

The outcome of the vote was unanimous support of the proposal.

The Committee

Resolved that planning application LA11/2019/0166/O be approved planning permission for reasons as outlined within the report.

- 3.2 Due to the regulatory responsibilities of the Planning Committee, it would be beneficial to correct this inaccuracy.
- 3.3 As the Planning Committee does not have delegated responsibility to make a resolution on this matter, a recommendation from the committee via the contents of the Minutes of this meeting can be made, which can be ratified by Council.
- 3.4 Councils inherent quality checks are designed to identify and correct any inaccuracies in draft Minutes i.e. checks by the Committee Clerk, followed by relevant officers and then Members at the Council meeting. The action proposed in this report would only be required in exceptional circumstances.

4 Financial, Equality, Legal, HR, Improvement, Rural Needs and other Implications

- 4.1 If the Committee supports the correction of the inaccuracy, this will be reflected in the Minutes of today's meeting; which will be presented for ratification at the Council meeting at the end of the month.
- 4.2 Where Council accepts the inaccuracy, the original minute cannot be altered; however, a note can be made at the end of the Minutes indicating the subsequent correction.

5 Recommendations

- 5.1 To make a recommendation to amend the inaccuracy in the Minutes of the Planning Committee held on 3 July 2019 – Minute Reference P83/19.