

WEST PARLEY PARISH COUNCIL

Petition Policy

1. Introduction

1.1 The Parish Council welcomes feedback from its parishioners.

The preferred methods include:-

- Through email Enquiries@westparley-pc.gov.uk
- Or contact with Councillors
- By phone to the Clerk on 07477 514862
- Or through the website or Facebook

1.2 Such an approach permits the Parish Council to answer your questions quickly and route them to the Principal Authority, if required.

1.3 The Parish Council recognises that petitions are one way in which people can give feedback. All petitions sent or presented to the Parish Council will receive an acknowledgement within 10 working days.

2. Requirements for a valid petition

2.1 Any petition must contain 100 or more signatures of people who live within the Parish of West Parley, including anyone under 18 (minimum age of 14).

2.2 A petition should include:-

- Reason for petitioning to the Parish Council (what the Parish Council is being asked to do)
- Name, address and signature of any person supporting the petition
- An indication of the person designated as the lead petitioner or petition organiser. This is the person who will be contacted by the Parish Council.

2.3 A valid petition must:-

- Relate to a function of the Parish Council
- Not be a statutory petition
- Not relate to a lease, contract or permit
- Not relate to a matter where a right or recourse or right of appeal is already provided for in law
- Not be frivolous, vexatious or abusive or otherwise inappropriate
- Not be the same or substantially similar to one that has already been submitted to Full Council within the previous six months.

3. Delivery of Petition

3.1 The petition must be delivered at least one week prior to a monthly Parish Council meeting for inclusion in that meeting, to the Clerk of West Parley Parish Council.

Address: West Parley Community Hub
275 Christchurch Road
West Parley
Ferndown
Dorset
BH22 8SQ

4. What will the Parish Council do when it receives any petition

- 4.1 An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what the Parish Council plan to do with the petition and when they can expect to hear from the Parish Council again. Details of the petition will also be published on the Parish Council website, although the contact details of the petition organiser will not be included.
- 4.2 The petition will be placed on the next full Parish Council meeting agenda, ensuring the legislative requirements for agenda publication are met, and the petition organiser will be advised.

5. Full Parish Council Meeting Procedure

- 5.1 Where a petition is to be discussed by the Parish Council in open session, the petition organiser will be given 5 minutes to present the petition before it is debated. In the interests of fairness, the Chairman may also invite one other speaker from the public to speak up to 5 minutes against the petition. The Parish Council will not delay considering the petition if the petition organiser does not attend the meeting to speak.
- 5.2 The petition will then be discussed by Councillors for a maximum of 15 minutes. The Parish Council will decide how to respond to the petition at this meeting. The Parish Council may decide to take the action the petition requests; not to take the action requested for reasons but forward in the debate; or to commission further investigation into the matter, for example by a relevant Committee.

6. Response of the Parish Council

- 6.1 The petition organiser will receive written confirmation of the final decision.

7. Review of Procedure

This procedure will be reviewed 5 yearly.

8. Status

This procedure is to be considered for review at the full Council meeting on 19th June 2024.

Adopted 20th April 2016

Reviewed 15th May 2019

Reviewed

Chairman