

## **POLICY FOR RECEIVING OF OFFICIAL PETITIONS BY THE PARISH COUNCIL**

The Parish Council has adopted the following policy for the receiving of official petitions from residents or groups. This policy is applied for all petitions received as defined within this policy.

### What constitutes an official petition?

To be recognised by the Parish Council as an 'official' petition, the petition must have the following format:

- Be on one or multiple sheets of A4 sized paper
- Contain a 'question' or 'issue' which residents are being asked to support, clearly printed and contained at the top of every sheet of the petition
- The 'question' or 'issue' raised on the petition must be clear, unambiguous and specific
- The petition must give the opportunity for those putting their names on it to agree or disagree with the question or issue raised on the petition – it therefore must have a yes and no box or agree and disagree box.
- The petition must allow those signing to complete their name and address as well as the signature box
- All those signing the petition must complete, in print, their full name and address in the boxes supplied
- The petition must contain more than 50 signatures
- The petition must contain the name of the 'organiser' of the petition as a named person so that they will then act as the contact person for the petition.

### Procedure when official petitions are received

The petitions must be submitted to the Parish Clerk, either directly by the individual/s responsible for the petition or via a Council member. The Parish Clerk will then verify that the petition satisfies the Council's requirements for an official petition and should it do so, will then place it on the next available agenda for a full meeting of the Parish Council.

### Procedure when officially received by the Council on its Agenda

When the Parish Council has the receipt of the petition on its agenda it will do the following:

- If this is a Parish Council matter, ie the subject matter is within the remit of the Parish Council to act upon, the Parish Council will consider the issues raised and agree any necessary actions. The decision/s taken will then be communicated back to the named person on the petition by the Clerk.

- If the matter raised is NOT a Parish Council matter, ie it is something which is within the remit of, or is the responsibility of, the local authority, ie North East Lincolnshire Council, then the Parish Council will decide whether it is in support of the petition or not and will, in either case, pass it to the appropriate department at NELC. If the Parish Council is in support of the issue raised by the petition, it will write a letter of support to the petition which will also be forwarded, along with the petition, to the local authority. The named person on the petition will be notified by the Clerk of the action taken and their name will also be passed on to the local authority. If the Parish Council is NOT in support of the petition, it will simply pass it to the appropriate department at NELC.

Further Actions

If petitions are submitted to NELC and satisfy the local authority's own requirements for petitions, such petitions are usually passed to a Scrutiny Committee and the named person on the petition is invited to speak on the matter at the Committee. This will be the responsibility of the named person on the petition and not the responsibility of the Parish Council. If the Parish Council has written in support of the petition, a representative of the Parish Council may also be invited to make representations at the Scrutiny Committee but this will be the decision of the Parish Council on whether it wishes to send a representative to attend.

This policy was formally adopted at the Parish Council meeting of New Waltham Parish Council held in May 2016.

Signed by the Chairman: .....

Date: .....

Kjp/19.10.15