

Lydiard Millicent Parish Council

Petitions Policy

1. Introduction

Lydiard Millicent Parish Council (Parish Council) welcomes feedback from its residents. The preferred method is through direct contact either:

- Face to Face at Council meetings
- Through contact with your Parish Councillors
- By telephone to the Parish Clerk on 07999641919
- By email to clerk@lydiardmillicent-pc.gov.uk

These methods allow the Council to answer questions quickly, and if a policy decision needs to be made, it will be placed on the appropriate agenda.

If a resident feels that their concerns have not been satisfactorily met, there is a Complaints Procedure which is covered in a separate policy. However, the Parish Council recognises that petitions are another way in which people can let the Parish Council know of their concerns.

2. Guidelines for submitting a Petition

Petitions must be delivered to the Parish Office located at Jubilee Club House, Meadow Springs, Lydiard Millicent, SN5 3NH - ten working days prior to a Parish Meeting for it to be considered for inclusion on the Agenda.

Petitions submitted to the Parish Council must include:

- A clear and detailed statement covering the subject of the petition. It should state what action the petitioners would like the Council to take.
- The name, address, post code and signature of the Petition Organiser. This is the person that the Parish Council will contact to explain how they will respond to the petition. These details will not be placed on the website.
- Petitions must contain 20 or more names, signatures and post codes of people who either live, work or study in the Parish of Lydiard Millicent. People signing the petition can only sign the petition once.
- Upon receipt, petitions received will be first assessed and verified by the Chairman and Vice-Chairman of the Council and the Clerk, before being accepted.
- If a petition does not meet with the criteria above, the Parish Council may decide not to do anything further with it. In that case, the Clerk will write to the petition organiser to explain the reasons.

3. Exemptions:

The Parish Council reserves the right to reject petitions which:

- Do not relate to a function of the Parish Council
- Relates to a lease, contract or permit
- Are frivolous, vexatious, abusive or otherwise inappropriate
- Relates to the same or substantially similar concern or subject of a petition in the last six months or a decision of the Parish Council in the last six months
- Requests that the Parish Council do something which conflicts with any of its policies

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

An acknowledgement of receipt will be sent to the Petition Organiser within ten working days, informing them of what the Parish Council plan to do with the petition and when they can expect to hear from the Parish Council again. The petition will ordinarily be included on the next available / appropriate Parish Council meeting agenda.

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However, a petition will not be tabled if the criteria in Section 2 is not met, and any of the exemptions in section 3 apply.

If the petition is to be tabled, the Clerk will advise the Petition Organiser of the date and time of the meeting that the petition will be tabled. If the petition is not tabled, the Clerk will notify the Petition Organiser within 21 days from receipt, together with the reasons for it not being tabled.

5. Parish Council Meeting Procedure

The Petition Organiser will have the opportunity to make representation during the appropriate agenda item, (adhering to the usual timing set out in the Parish Council's Standing Orders) Suspension of Standing Orders will apply. The Parish Council will decide how to respond to the petition at this meeting.

Council may decide:

- to take the action the petition requests
- not to take the action requested for reasons put forward in the debate
- to commission further investigation into the matter, for example by a relevant Committee/Working Party
- The Petition Organiser will receive written confirmation of the Parish Council's decision within 21 days of the meeting.
- The Parish Council's decision will be final and the petition will be considered closed.

Adopted on 5 June 2024

Reviewed every 5 years, unless legislation or circumstances change