

Heybridge Parish Council

Petition Procedure Policy

1. Introduction

1.1 The Council welcomes feedback from its parishioners. The preferred methods include:-

- Face to face at the Council offices or events
- Through contact with Councillors
- By phone to the office on 01621 852471
- Or email clerk@heybridgeparishcouncil.gov.uk
- Or through the website, twitter or Facebook

1.2 Such an approach permits the Council to answer your questions quickly, and route them to the appropriate Committee if relevant.

1.3 If a parishioner feels that their concerns have not been satisfactorily met there is a complaints procedure which is covered in a separate policy.

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

2. Requirements for a valid petition

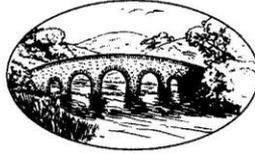
2.1 Any petition must contain 100 or more signatures of people who live in the Parish, including anyone under 18 (minimum age of 14.)

2.2 A petition should include:-

- Reason for petitioning to the Council (what the Council is being asked to do)
- Name and 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 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



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- 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 full Council Meeting for inclusion in that meeting.

Clerk of Heybridge Parish Council
Plantation Hall
Colchester Road
Heybridge
Maldon
Essex
CM9 4AL.

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

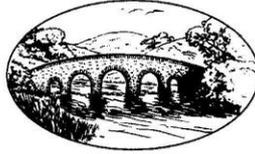
4.1 An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what the Council plan to do with the petition and when they can expect to hear from the Council again. Details of the petition will also be published on the Council website, although the contact details of the petition organiser will not be included.

4.2 The petition will be placed on the next full Council agenda, and the petition organiser will be advised.

5. Full Council Meeting Procedure

5.1 Where a petition is to be discussed by full 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 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 Council will decide how to respond to the petition at this meeting. Full 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.



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6. Response of the Council

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

7. Review of Procedure

This procedure will be reviewed annually.

8. Status

This procedure is to be considered for adoption at the full Council meeting on 17th December 2015. Amended 17 December 2015. Adopted 18th February 2016.

Dec 2015

Clerk