



# BIRSTALL PARISH COUNCILS PETITIONS POLICY

The Parish Council's Petitions Policy was adopted at a Council meeting held on: 14 September 2020.

## 1 Introduction

Birstall Parish Council welcomes feedback from its parishioners. The preferred method is through direct contact either:

- Face to Face at Council meetings
- Through contact with your Parish Councillors
- By phone to the Parish Council offices on 0116 267 6191
- Or by email – [admin@birstallpc.org.uk](mailto:admin@birstallpc.org.uk)

These methods allow the Council to answer your questions quickly, and if a policy decision needs to be made it will be placed on the appropriate agenda. If a parishioner feels that their concerns have not been satisfactorily met there is a complaints procedure which is covered in a separate policy. However, the Council recognises that petitions are another way in which people can let the Council know of their concerns.

## 2 Guidelines for submitting a petition

Petitions must be delivered To the Clerk at the Parish Council offices at least ten working days prior to a Full Council 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 Council will contact to explain how they will respond to the petition. These details will not be placed on the website.
- Petitions must contain 100 or more names, signatures and post codes of people who either live, work or study in the Parish of Birstall (including those under 18 years of age) People signing the petition can only sign the petition once.
- Upon receipt, petitions received will be first assessed and verified by the Chair, Vice Chair, and the Clerk before being accepted.

## 3 Exemptions:

The Parish Council reserves the right to reject petitions which:

- Do not relate to a function of the Parish Council
- Relate 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 Council in the last six months.
- request that the Council do something which conflicts with any of their policies.

#### **4 What the 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 Council plan to do with the petition and when they can expect to hear from the Council again. The petition will ordinarily be included on the next available / appropriate Council meeting agenda.

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

#### **5 Full Council Meeting Procedure**

The petition organiser will have the opportunity to make representation during Public Participation (adhering to the usual three minutes set out in the Parish Council's Standing Orders).

Parish Councillors cannot enter into a debate on the subject during public participation (Parish Council's Standing Orders apply), it will be discussed under the appropriate agenda item. The Council will decide how to respond to the petition at this meeting.

They 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.

The petition organiser will receive written confirmation of the Council's decision within 21 days from the meeting.

The Council's decision will be final, and the petition will be considered closed.