

## **HINTON PARISH COUNCIL**

### **PETITIONS POLICY**

<b>Responsibility:</b>	Council
<b>Review Cycle:</b>	Every 3 years, or earlier in the event of legislative changes

#### **Introduction**

This Council welcomes feedback from its parishioners. The preferred method is through direct contact either

- Face to face at the Council meetings
- Through contact with Councillors
- By phone to the Clerk on 07837924285
- Or by e-mail – [clerk2hintonpc@hotmail.com](mailto:clerk2hintonpc@hotmail.com)
- This allows 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 parishioner feels that 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 one way in which people can let us know their concerns. All petitions sent or presented to the Council will receive an acknowledgement within 10 working days. This acknowledgement will set out what we plan to do with the petition. We will treat something as a petition if it is identified as such, or if it seems to us that it is intended to be a petition.

All petitions shall be sent to:

The Clerk, Hinton Parish Council, C/O 9 New Street, Newtown, Berkeley, Glos GL1 9NN

#### **How the Council will accept a petition**

Petitions submitted to the Council must include:

- A clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take.
- The name and address and signature of any person supporting the petition.
- The Council will take into account identifiable signatures of people who provide valid addresses, where they live, work or study in the area and may take into account other signatures.
- Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person we will contact to explain how we will respond to

the petition. If the petition does not identify a petition organiser, then the Clerk will try and contact a signatory to find out who devised the petition.

- Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.

**What will the Council do when it receives any petition?**

- An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again.
- The petition may be placed on the Full Council agenda, and the petition organiser will be advised of this.

**Full Council meeting procedure**

The petition organiser will be given five minutes to present the petition at the meeting and 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. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter. The petition organiser will receive written confirmation of this decision.

If a petition is about something over which the Council has no direct control, it will consider making representations on behalf of the community to the relevant body.

*L Yeomans Jenkins Clerk/RFO*

Adopted .....

Review...May 2023.....