WENDOVER PARISH COUNCIL
Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Telephone: 01296 623056 Fax: 0871 236 1550
Email: clerk@wendover-pc.gov.uk

Petition Procedure Policy

1. **Requirements for a valid petition.**

   a. Any petition must contain 100 or more signatures of people who live in Wendover (this can include anyone including those under the age of 18 – unless it is a legal petition in which case only those eligible to vote will be able to do so)

   b. A petition should include:

      i. A reason for petitioning to the Parish Council (what the Parish Council is being asked to do).

      ii. The name and address and signature of any person supporting the petition.

      iii. An indication of the person designated as the lead petitioner or petition organiser.

   c. A valid petition must:-

      i. Relate to a function of the Parish Council

      ii. Not be a statutory petition

      iii. Not relate to a lease, contract or permit

      iv. Not relate to a matter where a right of recourse or right of appeal is already provided for in law.

      v. Not be frivolous, vexatious or abusive or otherwise inappropriate.

      vi. Not be the same or substantially similar to one that has already been submitted to Full Council within the previous six months.

2. **Receipt of Petition**

   The petition must be delivered to The Clerk, Wendover Parish Council, The Clock Tower, High Street, Wendover, Buckinghamshire HP22 6DU at least ten days prior to a Full Council Meeting for inclusion in that meeting.

3. **Procedure**

   The Parish Clerk will:-

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a. Arrange for details of the petition to be communicated to all Parish Councillors for valid petitions.

b. Forward the petition onto the relevant Body if it is outside the Parish Council's remit.

c. Within five working days, formally acknowledge receipt.

d. Petitions must be presented at Full Council meetings once they have been sent in as correspondence to the Parish Clerk in time for them to be distributed to the Councillors prior to the meeting under 'correspondence'. Details of dates and times of the Full Council meetings can be found on the Wendover Parish Council website/noticeboards.

4. Response of Wendover Parish Council

a. Within a further ten working days from the period referred to in 3c above the lead petitioner will be informed of the date of Full Council when the petition will be discussed.

b. Normally, within four weeks of a petition being discussed, the lead petitioner will be informed by the Clerk of the Parish Council's decisions.

5. Actions will be taken

a. All petitions will be reported to the Councillors with a note of validity which could include:-

i. Taking the action requested in the petition

ii. Considering the petition at a Parish Council meeting

iii. Holding a public meeting

iv. Commissioning further research

v. Referring the petition to a Sub-committee/Working Party

b. Action taken in response to a petition and brief reasons will be communicated in writing by the Parish Clerk to the lead petitioner/petition organiser and to Parish Councillors.

c. Where a petition is to be discussed by full Council in open session – other than for noting the lead petitioner (or substitute) will, at the Chairman's discretion, be permitted to speak for up to 3 minutes before the report is debated. In the interests of fairness, the Chairman may also invite one other speaker from the public to speak for up to 3 minutes against the petition. The Council will not normally delay considering a matter if the petitioner does not attend the meeting to speak.

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d. If the subject matter of a petition is included in the papers already published for a meeting of the Parish Council by the time the petition is received, then the petition will be circulated at the meeting at which the report is considered (along with written comments on the petition that councillors may wish to make).

e. The Full Parish Council will make the final decision.

Document History

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