

CREDITON HAMLETS PARISH COUNCIL (the Council)

PETITION SCHEME

Petition Scheme

The Council has created a Petition Scheme based on Devon County Council's petition scheme. It sets out the parameters for the validity, submission/presentation of petitions. The Scheme can be accessed through the Council's website (www.creditonhamlets-pc.gov.uk).

Overview and Acknowledgement

Crediton Hamlets Parish Council recognises petitions are one way in which people can let it know their concerns.

All petitions sent or presented to the Council will receive acknowledgement within 5 working days of receipt indicating when a response will be forthcoming.

What are the guidelines for submitting a petition?

Petitions MUST include:

- A clear statement covering the subject matter.
- What the petitioners want the Council to do.
- The name, address (including postcode) and signature of everyone supporting the petition.
- Date of submission.

Petitions should be accompanied by contact details (address and email) for the petition organiser. This is the person the Council will contact to give a response to the petition. Anyone who lives or works in the parish of Crediton Hamlets may sign a petition.

Submission and/or Presentation of a petition

Petitions may be sent , either on paper or email to:

Clerk to the Council (Address available on Council website www.creditonhamlets-pc.gov.uk or clerk@creditonhamlets-pc.gov.uk)

Petitions may also be presented direct to meetings of the Council. Notification of the intention to submit a petition to a meeting should be done by 12noon 5 working days prior to a meeting. This is to allow the Chair time to be made aware of the petition and its contents.

When a petition is presented at a Council meeting, the petition organiser(s) will be entitled to speak for a maximum of 10 minutes as part of Public Discussion. Members of the public are not allowed to raise issues when the Council is in Committee.

The Chair is able to ask points of clarification on the petition but should not introduce debate at this stage. The Councillors, through the Chair, can request an update at a future meeting either on the progress or outcome of the petition.

Thresholds

The Council will consider all petitions received with a minimum of 10 signatures.

When will a petition not be accepted?

There are certain circumstances in which a petition will not be accepted or dealt with, namely:

If it is considered to be rude, offensive, abusive, defamatory, vexatious or otherwise inappropriate.

The Council will not consider petitions that:

- Contain offensive, intemperate or inappropriately provocative language or which may reasonably be considered defamatory.
- Relate to any individual or the personal circumstances of individual Councillors or employees of the Council or matters that should be dealt with in the Council's complaints procedure.
- Are substantially the same as the existing petition or one that has been submitted within the last 6 months.
- Relate to matters where there are on-going legal or court proceedings.
- Target individual members of the community.
- Apply to a matter where there is already a right of appeal (eg, planning or licensing applications or other statutory petitions); these will be dealt with under separate arrangements.
- Are about any issues or areas for which the Council is not directly responsible.
- Relate to any commercial promotion or endorsement of any service, publication or product.
- Request no action.
- Are incomprehensible or where it is difficult to understand the action being requested.
- Do not have a contactable and identifiable lead petitioner.

How will the Council respond?

The response to the petition will depend on what it is asking for and how many people have signed it, but it may include:

- Taking the action requested.
- Considering the petition at a Council meeting.
- Researching the matter further.
- Holding a meeting or holding a meeting with the petitioners.
- Writing to the petition organiser and letting them know what the Council has decided to do or proposed to do on the issue.