



Dickens Heath Parish Council

PETITIONS POLICY

1. The Parish Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the Parish Council will receive an acknowledgement which will set out what we plan to do with the petition.
2. Petitions can be sent to the Parish Council at the following address or email address:

Dickens Heath Parish Council
Dickens Heath Library
Old Dickens Heath Rd
Dickens Heath
B90 1SD

dickensheathpc@hotmail.com
3. Petitions can also be presented to a meeting of the Parish Council. The dates of meetings are published on the Parish Council website: dickensheathpc.org.uk
4. If you would like to present your petition to the Council, please contact the Clerk at least one week before the meeting.
 - If your petition has received 50 valid signatures or more, it will be added to the agenda for discussion by the Parish Council at that or a later meeting.
 - If your petition has fewer than 50 valid signatures it can still be presented to a Parish Council meeting and may be discussed, but this is at the Parish Council's discretion.
5. Guidelines for Submitting a Petition:

Petitions submitted to the Parish Council must include:
 - A clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Parish Council to take.
 - The name and address and signature of any person supporting the petition in the case of a handwritten petition on paper.
 - The name and house number and postcode of any person supporting the petition in the case of an on-line petition.

Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person we will contact regarding the petition.

Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. Petitions will not be deemed acceptable if they relate to a complaint regarding a matter associated with the employment of an officer. If a petition does not follow the guidelines set out above, the Parish Council may decide not to do anything further with it. In that case, we will write to you to explain the reasons.

6. If we can do what your petition asks for, the acknowledgement may confirm that we have taken the action requested and the petition will be closed. If the petition has enough signatures to be discussed at a Parish Council meeting, then the acknowledgment will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, we will tell you the steps we plan to take.
7. If your petition is about something over which the Parish Council has no direct control (for example poor state of roads) we will consider making representations on behalf of the community to the relevant council/organisation. This might consist of simply forwarding the petition to the other Council, but could involve other steps. In any event we will always notify you of the action we have taken.
8. Discussion of a Petition at a Parish Council Meeting

The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by Parish Councillors for a maximum of 15 minutes. The Parish 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 look into the matter further.

9. What You Can Do if You Feel that Your Petition has not been Dealt with Properly?

If you feel that we have not dealt with your petition properly, you can make a complaint and this will be dealt with in accordance with the Parish Council's Complaints Procedure.

Approved : October 8th 2019

Date of Review : October 2021