



BARNTON PARISH COUNCIL

Co-option Policy

Approved 19th January 2026

INTRODUCTION

There are two circumstances under which the Electoral Officer of Cheshire West and Chester Council will notify Barnton Parish Council that it may proceed to fill a casual vacancy by co-option:

- a) when a seat has been left vacant because no eligible candidate stood for election at the full elections for a new council. In this instance the Clerk would be notified of vacancies by CWAC and that efforts may be made to fill the vacancies by co-option.
- b) during the life of a council when a seat has fallen vacant (because of a resignation, death or ineligibility). The Clerk will immediately notify the Electoral Officer and the vacancy will be advertised. If the required 10 electors of the have not called for a poll (by-election) within the legally specified time period (currently 14 days) following publication of the Notice of Vacancy, the Clerk would be notified by CWAC and that the vacancies can be filled by co-option. The Council will be notified and they must give public notice of the vacancy if their intention is to co-opt.

Councillors elected by co-option are full members of the Council. Barnton Parish Councillors are volunteers who receive no remuneration or allowances.

To ensure that a fair and transparent process is undertaken this policy sets out the process to be followed by Barnton Parish Council when co-option is under consideration.

APPLICATION PROCESS TO BE FOLLOWED

On receipt of written notification, from the Electoral Officer at Cheshire West and Chester Council that a casual vacancy may be filled by means of co-option;-

- 1) The Clerk will announce the vacancy or vacancies to be filled by co-option within 21 days of receipt of the written notification by means of displaying a Notice on the Council Notice board and website.

- 2) The Co-option Notice will include the closing date of requests for consideration and the number of vacancies.
- 3) Applicants should be eligible for election (see page 5)
- 4) Applications should be sent to the Clerk via email and will be considered at the next available full Council meeting.
- 5) Application letters should explain how you are eligible and confirm that you are qualified to stand.
- 6) Application letters should also explain why you are interested in applying and what you think you can bring to the role of Councillor.
- 7) At the meeting, applicants will be given the opportunity to speak for a maximum of 3 minutes to introduce themselves and explain why they want to join the council.
- 8) Councillors shall vote by a show of hands or signed ballot. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.
- 9) On successful co-option applicants will be invited to sign a Declaration of Acceptance of Office which completes the process for joining the council. Within 28 days of co-option, applicants are also required to complete a Register of Interests which will be provided by the Town Clerk.
- 10) Applicants found to be offering inducements of any kind, at any stage in the co-option process, will be disqualified.



**Barnton Parish Council
CO-OPTION APPLICATION FORM**

Position Applied For	<i>Barnton Parish Councillor</i>
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PERSONAL DETAILS

Surname	
Forenames	
Address	
Postcode	
EMAIL ADDRESS	
Home Telephone	
Mobile Number	
Next of Kin Name & Contact Details	
YOUR AVAILABILITY	<p>– it is a requirement that all Councillors to attend 10 evening meetings per year CAN YOU CONFIRM YOUR AVAILABILITY TO MEET THIS REQUIREMENT?</p> <p style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </p>

EMPLOYMENT

Please give details of your most recent job and responsibilities

Employer Name & Address	
Dates of Employment	
JOB TITLE	
BRIEF OUTLINE OF DUTIES	

EDUCATION & TRAINING

Please give details of relevant qualifications and training, INCLUDE Membership of Professional Bodies

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CONVICTIONS

Have you ever been convicted of a criminal offence?	
If YES, please give details of any unspent convictions.	

OTHER INFORMATION

Please provide us with any other information relevant to your application – continue on a separate sheet if necessary	
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Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct

Applicants Signature.....Date.....

Data Protection

Information provided in this application will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Applicants have the right, on written request, to access any personal data held about them.

I hereby give my consent to Barnton Parish Council processing the personal data supplied in this application for the purposes of recruitment and selection.

Applicants Signature.....Date.....

Eligibility

To stand for election (or be co-opted) as a parish councillor you must:

- Be **at least 18 years old** on the day of nomination.
- Be a **British citizen**, an eligible **Commonwealth citizen**, a citizen of the **Republic of Ireland**
- **Also meet at least one** of the following local-connection / residency / work/ownership criteria (at or before nomination and on election day)
 1. Be on the **electoral register** for the parish (i.e., eligible to vote in that parish).
 2. Have **owned or rented** land or other premises in the parish for the whole of the 12 months prior to nomination and on election day.
 3. Have your **main or only place of work** in the parish area for the whole of those 12 months. (Work does not have to be paid employment — e.g. being self-employed or working for the council can count, provided you are not disqualified.)
 4. Have **lived** in the parish or within **three miles** of its boundary for the whole of the 12 months prior to nomination and on election day.

