

# Heighington Parish Council Co-option Application Form

Full name:

Home address including postcode:

Telephone number:

Mobile telephone number:

Email:

Please answer the yes/no questions carefully as they set out the legal qualifications for being a parish councillor.

<b>QUALIFICATIONS</b>	
Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes/No
Are you 18 or over?	Yes/No
You only need one of the following four qualifications but please say Yes to <b>all</b> that apply:	
Are you registered as a local government elector for the parish?	Yes/No
Have you lived either in the parish, or within three miles or 4.8 kilometers of its boundary, for the preceding 12 months?	Yes/No
Have you occupied as owner or tenant land or other premises in the parish for the preceding 12 months?	Yes/No
Have you had your principal or only place of work in the parish for the preceding 12 months?	Yes/No
<b>DISQUALIFICATIONS</b>	
You must be able to answer No to all these questions to be eligible to serve as a councillor:	
Are you the subject of either a bankruptcy restrictions order, interim order or a debt relief or interim debt relief order?	Yes/No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man and have been sentenced (whether suspended or not) to imprisonment for three months or more without the option of a fine?	Yes/No
Are you disqualified by order of a court from being a member of a local authority?	Yes/No
Are you employed by the Parish Council, a joint committee or hold a paid office?	Yes/No
Are you subject to the notification requirements of the Sexual Offences Act 2003 or Sexual Risk Orders?	Yes/No

## WHAT YOU CAN BRING TO THE PARISH COUNCIL - SKILLS AUDIT

Please tick the boxes below that are relevant to your knowledge

### **1 Specific to Heighington Parish Council**

- ☐ Knowledge of the Parish Council's work in general
- ☐ Knowledge of the Parish Council's work specifically
- ☐ Knowledge of the role of the county council, district council and statutory agencies such as the Environment Agency
- ☐ Knowledge of national policy concerning the Council's work

### **2 General to a Parish Council**

- ☐ Knowledge of the local area
- ☐ Experience of other voluntary organisations (as committee, staff or volunteer)
- ☐ Lobbying
- ☐ Partnership Working
- ☐ Community Development

### **3 Management/Organisation**

- ☐ General Management
- ☐ Financial Management
- ☐ Project Management
- ☐ Monitoring and Evaluation
- ☐ Planning
- ☐ Policy making

### **4 Professional**

- ☐ Law
- ☐ Accounting
- ☐ IT
- ☐ HR
- ☐ Marketing/PR
- ☐ Training/Development
- ☐ Other please indicate:

### **5 Committee**

- ☐ Working together
- ☐ Encouraging participation
- ☐ Chairing
- ☐ Consensus building
- ☐ Energy and enthusiasm
- ☐ Strategic thinking
- ☐ Governance

Do you have anything you wish to contribute to the Parish Council not mentioned above either in terms of experience, knowledge or skills (for example skills or qualifications you have through your work)?

Please tell us your reasons for wishing to become a parish councillor?

What is your perception of the role of a councillor for Heighington Parish?

Are there any factors, other than exceptional circumstances, that might prevent you from regularly attending the monthly Council/Committee Meetings (e.g. working in the evenings?)

Are there any local issues that you are particularly interested in that you believe could be of benefit to the community?

What are your hobbies/interests?

Lastly are there any questions you would like to ask us?

Parish Council meetings take place on the second Monday evening of the month, each month. Committee meetings will also be held on a Monday evening – the number and frequency is still to be determined. Other ad-hoc meetings may occasionally be required. A full schedule of council meetings can be found on our website: <https://heighington.parish.lincolnshire.gov.uk/council-business/civic-meetings-calendar-20202021/1>

As a councillor you are legally **summoned** to attend meetings. Attendance is not optional, and there needs to be a good reason for not attending. Apologies for absence have to be submitted in writing to the Clerk prior to the meeting, for approval by Council/Committee at the meeting.

There is an expectation that all new councillors will undertake relevant **training** including new councillor training and any other training deemed necessary for the role. Further mentoring or training can be arranged via the Clerk.

The Council manages an annual precept of £111,949.88 (2025-26) and employs a number of staff members to deliver its services and functions. As a councillor you will be involved in making **challenging decisions** in these areas, whilst safeguarding public money.

You will be required to sign up to our **Code of Conduct**, which lays out the principles and behaviours you are required to adhere to. This is a rewarding role as a public figure in the community. Therefore, those standing to become a councillor need to be mindful that electors do publicly scrutinise the work and decisions of the council.

You will be supplied with a 'heighington-pc.gov.uk' email account and you will be expected to use this email account for all council-related business. You will be required to comply with our adopted IT and Social Media policies.

The level of **commitment** required for the role varies dependent on how involved you are. As a minimum to read the background papers, correspondence and attend meetings, around three hours per month would be required.

As a councillor representing your community you will help keep it an attractive place to live, work and visit. You should be comfortable working electronically, have a positive outlook and a can-do attitude and be able to work as part of a team.

Signed.....

Date...../...../20.....

Please return to the Parish Clerk by email or post:

Elaine Atkin  
Heighington Parish Council  
Jubilee Hall  
High Street  
Lincoln  
LN4 1JS

Email: parishoffice@heighington-pc.gov.uk

01522 790846