

IXWORTH AND IXWORTH THORPE PARISH COUNCIL

CO-OPTION PROCEDURE AND APPLICATION FORM

Adopted: February 2026

Review: February 2027

Vacancies may exist following an election in which there were insufficient candidates, or during the term of a council due to resignation etc. The latter are known as “casual vacancies” which must be notified to the local community. If a by-election is not required, the Council must endeavour to fill the vacancies by co-option.

Qualifying criteria

Unless disqualified, under s.79 Local Government Act 1972, a person is qualified to be elected (co opted) to Ixworth & Ixworth Thorpe Parish Council if they are a qualifying UK Citizen, are 18 years of age or over and:

- on that day they are and continue to be an elector for the parish; or
- during the whole of the previous 12 months have occupied as owner/tenant any land or other premises in the area; or
- their principal or only place of work during those 12 months, has been in Ixworth or Ixworth Thorpe; or has resided in, or within three miles of, the Parish for the past twelve months.

Disqualification criteria

Under s.80 of the 1972 Act, a person is disqualified from being a Parish Councillor if they:

- hold any paid office or employment with the Parish Council; or
- is the subject of bankruptcy restrictions order, an interim restrictions order, a debt relief restrictions order, or interim order; or
- have been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; or
- have been disqualified under any enactment relating to corrupt or illegal electoral practices.

Applications:

Candidates are asked to submit the attached form which enables them to confirm that they meet the qualifying criteria and are not disqualified, as well as to provide some basic information to help the Council choose in the event of there being more applicants than vacant seats. It is also requested that each candidate submits their current CV.

Procedure for Conducting Co-Options

Casual Vacancies

On confirmation from Electoral Services that a casual vacancy must be filled by co-option, the Clerk will advertise there is a vacancy for a co-opted Councillor. The advert will state the rules for eligibility and direct interested parties to submit the application form. There will be a deadline for responses of not less than 1 week from the date of the advert. The date of a meeting when the co-option is to be made will be stated in the advert.

At the Meeting

When applications have been received, the co-option will be considered by all Parish Councillors at a separate meeting of the Parish Council.

At the next available Parish Council meeting each nominee will be invited to speak for up to 3 minutes. When all nominees have spoken the Chairman shall seek proposers and seconders for each nomination (whether or not they have spoken) and the vote will follow. In order to be co-opted onto the Council, the candidate must receive an absolute majority of the vote of those present and voting.

After the full Parish Council Elections

In the event of vacancies following the close of nominations for the full Parish Council elections, the Clerk shall follow the above procedure to fill the vacancies and the co-option(s) will take place at the first possible Parish Council meeting.

The selection will be an open, fair process with the public present, including candidates unless they choose to leave. Each candidate will be given an opportunity to briefly address the Council should they wish. All valid applications will be considered, including those of candidates not present.

Additional Information

All Councillors are required under the Localism Act 2011 to complete a Notification of Disclosure Pecuniary and Other Interests form within 28 days of taking office.

Co-option Application Form

Name	
Address	
Telephone Number	
Email Address	

Please detail any experience you may have that is relevant to the Parish Council

Is there any other information you would like to disclose regarding your application

Declaration and Consent

I confirm that I am not disqualified from being a Councillor and meet the criteria under s.79, Local Government Act 1972, as below

- ✓ I am over 18 years of age
- ✓ I am a UK Citizen
- ✓ I meet one or more of the other requirements, as indicated below:
 - I am registered as a local government elector for the Parish
 - I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the parish
 - My principal or only place of work during those twelve months has been in this parish
 - I have during the whole of those twelve months resided in or within 3 miles of the parish

I have attached my current CV.

Signed Name

Date

Please return this completed form to:

Clerk of Ixworth & Ixworth Thorpe Parish Council by email to
clerk@ixworthparishcouncil.gov.uk