

Kings Hill Parish Council

Casual Vacancy – Co-option Information Pack

Overview

A **casual vacancy** has arisen on Kings Hill Parish Council. When a seat becomes vacant mid-term and is not filled by election, the Council may opt to co-opt a new member. This is an opportunity to represent your community, shape local priorities, and get involved in civic life.

Eligibility Criteria

To be eligible to stand for co-option, you must:

- Be at least 18 years old
- Be a British citizen, an eligible Commonwealth citizen, or a citizen of the EU
- Meet **at least one** of the following:
 - Registered to vote in Kings Hill
 - Lived in or within 3 miles of Kings Hill for the past 12 months
 - Worked in Kings Hill during the past 12 months
 - Owned property in Kings Hill for the past 12 months

You are **disqualified** from standing if:

- You are declared bankrupt or are subject to a bankruptcy restrictions order
- You have been convicted of a criminal offence and sentenced to 3+ months imprisonment in the past 5 years (without suspension)
- You are disqualified under election law

What Councillors Do

Parish Councillors play a vital role in representing residents' views and shaping services and projects in the community. Responsibilities include:

- Attending monthly council meetings
- Voting on local issues and budget decisions
- Supporting community initiatives and events
- Engaging with residents and liaising with other local authorities

No prior experience is needed—just a passion for Kings Hill and a willingness to get involved.

Co-option Process

1. Submit the **application form** below to the Clerk
2. Attend a Parish Council meeting (if shortlisted)
3. The Council will vote to co-opt a candidate

Co-option Application Form

Full Name:

Address:

Email:

Phone Number:

Eligibility Confirmation (tick all that apply):

- ☐ I am at least 18 years old
- ☐ I meet the residency, work, or property criteria
- ☐ I am not disqualified from standing for office

Why would you like to become a Parish Councillor? *(Please write a short statement or attach a separate sheet)*

Skills and Experience: *(Tell us about any relevant skills or interests you bring)*

Signature:

Date:

Submitting Your Application

Please return your completed application form by 05 November 2025 to the Parish Clerk:

Email: clerk@kingshillparish.gov.uk

Post: Kings Hill Parish Council, Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, ME19 4LG

If you have any questions, feel free to contact us—we're happy to help!