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Gareth Catterson  
Clerk To Quernmore Parish Council

([clerk@quernmore-pc.gov.uk](mailto:clerk@quernmore-pc.gov.uk))

**Governance Service**

**Elections Office**

Town Hall  
Dalton Square  
LANCASTER LA1 1PJ

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Friday, 19<sup>th</sup> June, 2026

Dear Gareth,

**Quernmore Parish Council - Casual Vacancy**

Further to my email of 1<sup>st</sup> June, 2026, I can confirm that I have not received a notice requesting an election to be held in the Parish.

It is now necessary for the Parish Council to fill the vacancy by co-option. The method to be used for this is entirely in the hands of the Parish Council and there are no prescribed forms of wording to be used.

If your Council does not have any suitable persons in mind who could be appointed, I would advise you to advertise the vacancy on your notice board and/or in any Parish publications.

Any notice should inform interested persons of the vacancy and of the expected roles/duties of a Parish Councillor. It should outline the qualification rules (copy attached) and ask all interested persons to apply in writing to the Clerk. I would then advise that the applicants be interviewed by the Council and the necessary selection made.

Please remember that the persons co-opted must comply with the normal qualification rules.

The new member must sign the declaration of acceptance of office (to be kept by you) and complete the Register of Other Interests form, together with a Disclosure of Pecuniary Interests form (which are to be sent to the Monitoring Officer at Lancaster City Council). Please also inform [democraticservices@lancaster.gov.uk](mailto:democraticservices@lancaster.gov.uk) of the new Councillor's name and address and details of the Councillor who has left/retired.

I hope that this information will assist your Council in selecting a new Councillor.

Yours sincerely

*Lisa Vines*

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**Lisa Vines**  
**Civic/Elections Support Officer**

Anyone wishing to be co-opted to a Parish Council must be qualified to be a Councillor. A candidate must:

- be a British, Commonwealth or Irish Citizen or a citizen of another European Union Member State;
  - be 18 years of age on the day he/she is nominated;
  - not be disqualified; **and**
- (a) be a local government elector for the parish on the day he/she is nominated and thereafter; **OR**
- (b) have occupied land or premises in the parish as owner or tenant for 12 months preceding both the day of nomination and the day of the poll; **OR**
- (c) have had his/her principal or only place of work in the parish during the 12 months preceding both the day of nomination and the day of the poll; **OR**
- (d) have resided in the parish or within 4.8 kilometres of it for 12 months preceding both the day of nomination and the day of the poll. (4.8 kilometres is the equivalent of 3 miles.)

There are a number of disqualifications for being a Councillor. They include:

- employment by the parish council;
- being subject to a bankruptcy restriction order or interim order;
- in the previous five years, conviction for any offence carrying a sentence of not less than three months without the option of a fine;
- disqualification for corrupt or illegal election practices.

This list is not exhaustive.