

Electoral Services

Reply to: Mrs Sharon Ellison
Direct Line: 01993 861525
Email: elections@westoxon.gov.uk
Date: 03 September 2025

Council Offices
Woodgreen
WITNEY
Oxfordshire OX28 1NB
Tel: 01993 861000
www.westoxon.gov.uk



Mr Chris Isaac
Northmoor Parish Council
The Old Orchard
Northmoor
Witney
Oxon
OX29 5SU

Dear Mr Isaac

Parish Council Vacancy **Parish of Northmoor**

As requested, I enclose the “Notice of Vacancy” in respect of the above. Please display it in the area by no later than the date shown on the Notice. As you will see, the Notice gives the date by which any request for an election has to be made and, obviously, we will let you know if an election is to take place. Please note:

- (1) that ten separate requests are not needed – one letter signed by ten local government electors for the Parish would be sufficient;
- (2) that if an election is not to be held, the law requires your Council to co-opt a person to fill the vacancy “as soon as practicable after the expiry of the period of fourteen days”; and
- (3) that, if an election is requested, I will supply further information about the elections process.

There are three further points which are applicable should this process result in your Council being required to co-opt:

- (1) the National Association of Local Councils has produced a briefing note relating to co-option (Legal Briefing L15-08). This is available from the Oxfordshire Association of Local Councils – Tel: 07746 943076 or 07519 367709 or email: info@oalc.org.uk;
- (2) it is **essential** that any person co-opted is (i) qualified to be a member of a Parish Council; and (ii) is not disqualified. The qualifications and disqualifications are explained in Part I of Guidance produced by the Electoral Commission, available at <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>. Although not a statutory requirement, you may wish to ask the co-optee to confirm to you in writing that he/she is qualified and not disqualified; and
- (3) Once you know who is going to be, or has been, co-opted, please let me know their name and address and the date of the Parish Council meeting which will approve, or has approved, the co-option. I will then supply information about the code of conduct and the required registration of interests, and the necessary declaration of acceptance of office.

continued

I hope that this is all reasonably clear, but please do not hesitate to contact the elections office if you have any queries.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sharon Ellison'. The signature is written in a cursive style with a large initial 'S'.

Mrs Sharon Ellison
for Returning Officer

NOTICE OF VACANCY IN OFFICE OF COUNCILLOR

PARISH OF NORTHMOOR

NOTICE IS HEREBY GIVEN

Pursuant to section 87(2) of the Local Government Act 1972, that Henry Spilberg, formerly a Member of the above named Parish Council, has ceased to be a Member of the Parish Council, and that a vacancy now exists in the office of Councillor for the Parish.

If, within 14 days[⌘] after the date of this notice (i.e. no later than Wednesday 24 September, 2025), a request for an election to fill the vacancy is made to the Chief Executive, West Oxfordshire District Council, Woodgreen, Witney, Oxfordshire, OX28 1NB by TEN electors for the Parish, an election will be held to fill the vacancy, otherwise the vacancy will be filled by co-option.

If there is an election, it will take place not later than Wednesday 26 November, 2025.

Dated: Thursday 4 September, 2025

Mr Chris Isaac
Clerk to Northmoor Parish Council

[⌘] In computing any period of time for this purpose, a Saturday or Sunday, Christmas Eve, Christmas Day, Good Friday or a bank holiday or day appointed for public thanksgiving or mourning must be disregarded.