

WOOTTON PARISH COUNCIL

Notice of meeting of Wootton Parish Council

Dear Sir/Madam

I hereby give notice of the Extra Ordinary Meeting of Wootton Parish Council which will be held on **Monday 12th January 2026 at 7.00 pm** in the village hall.

Ben Kirkby
Chairman of Wootton Parish Council

Dated: 7th January 2026

To: Each member of Wootton Parish Council, NLC Member Councillors and Notice Board,
Website: www.wootton-lincolnshire-pc.gov.uk

PUBLIC FORUM

There is an opportunity for any members of the public present to make comments about the agenda items, for a maximum of 15 minutes total, prior to the commencement of the Parish Council meeting.

AGENDA

- EO2601/1 Apologies for absence**
To receive apologies of absence if any
- EO2601/2 Declarations of interest on any agenda items**
a) To declare any agenda items of interest
b) To approve any requests for dispensations submitted in writing to the Clerk prior to the meeting
- EO2601/3 Planning Applications received:**
Planning Application PA/2025/1444 – Parish Council Consideration
To consider the current status of planning application PA/2025/1444, including:
a) clarification of the Parish Council's role as a statutory consultee
b) the scope of matters the Parish Council may lawfully comment on
c) the distinction between consultation, representation, and decision-making
d) confirmation of appropriate and inappropriate forms of engagement
(For information and discussion, with a view to ensuring correct process and lawful Parish Council involvement.)
- EO2601/4 Neighbourhood Plan – Governance and Statutory Process**
To consider governance arrangements for the preparation of the Wootton Neighbourhood Plan, including:
a) confirmation of the Parish Council's role as the Qualifying Body
b) the principle of the Neighbourhood Plan being community-led and Parish-Council sponsored
c) the need for clear governance to ensure compliance with neighbourhood planning legislation and examination requirements
- EO2601/5 Consideration of Neighbourhood Plan Governance Framework**
To consider a proposed Neighbourhood Plan Governance Framework, setting out:
a) roles and responsibilities
b) reporting and decision-making arrangements
c) external engagement boundaries
d) alignment with statutory requirements and recognised best practice
(For discussion and potential adoption by resolution.)
- EO2601/6 Neighbourhood Planning Steering Group – Terms of Reference**
To consider proposed Terms of Reference for a Neighbourhood Planning Steering Group, including:
a) advisory status of the group
b) membership and conduct
c) limitations on authority
d) arrangements for community engagement
(For discussion and potential approval.)

- EO2601/7** Parish Council Role and Limitations in Planning Matters
To consider a briefing note outlining:
- a) What the Parish Council can do in relation to planning applications and neighbourhood planning
 - b) What the Parish Council cannot do
 - c) risks associated with misrepresentation, informal negotiation, or unauthorised engagement
- (For information, clarity, and good governance.)
- EO2601/7** Neighbourhood Planning Lead – Role Confirmation
To confirm the role and responsibilities of the Neighbourhood Planning Lead in relation to:
- a) procedural compliance
 - b) evidence integrity
 - c) liaison with officers
 - d) safeguarding the Neighbourhood Plan process
- EO2601/8** **Agenda items for next meeting**
To consider items to be included on the next agenda
- EO2601/9** **Date of next meeting:**
To agree the date and time of the next Ordinary Parish Council meeting