

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