



THAXTED PARISH COUNCIL

The Community Hall
Newbiggen Street
Thaxted
Dunmow
CM6 2QT

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To: All Parish Councillors

You are hereby summoned to attend the Full Council Meeting of Thaxted Parish Council.

Date: Thursday, 6th November 2025

Time: 7:30 PM

Venue: The Community Hall, Thaxted

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

The agenda may be in two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

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From:

Dena Oxley

Parish Clerk & Proper Officer

31st October 2025

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and accept apologies from Councillors unable to attend.

2. DECLARATION OF INTERESTS

Councillors to declare any disclosable pecuniary interests or other interests in matters on the agenda.

3. PUBLIC PARTICIPATION

An opportunity for members of the public to address the Council (maximum 10 minutes total, 2 minutes per speaker).

4. APPROVAL OF MINUTES

To approve the minutes of the Full Council meeting held on Thursday, 9th October 2025.

5. DISTRICT COUNCILLOR'S REPORT

To receive a report from District Councillor Richard Haynes (if available).

6. COUNTY COUNCILLOR'S REPORT

To receive a report from County Councillor Martin Foley (if available).

7. APPROVAL OF STANDING ORDERS AND FINANCIAL REGULATIONS

To approve the Standing Orders and Financial Regulations as reviewed and recommended by the Finance Committee on 20th June 2025.

8. FINANCE MATTERS

8.1 Approval of Payments

To approve payments as presented by the RFO. All invoices listed have been 'examined, verified and certified' by the RFO.

8.2 Investment Policy Review

To review the Council's Investment Policy in accordance with Financial Regulations.

8.3 Ratification of Long-Term Investment

To ratify the new long-term investment with Lloyds Bank for a 12-month period in the amount of £211,381.24.

9. PLANNING MATTERS

To consider the following planning applications received since the last meeting:

UTT/25/2665/FUL

Proposal: Full planning permission to provide 1 no. new self-build dwelling (Class C3), parking, landscaping and removal of existing double garage to be replaced in front of existing host property.

Location: Lavengro, Bardfield End Green, Thaxted, Essex CM6 3PY

UTT/25/2852/HHF & UTT/25/2853/LB

Proposal: Proposed single storey rear extension with flat roof, alterations to existing kitchen structure (including revised gable end roof and glazing, addition of rooflights, revised flank wall window arrangement, change of external wall finish to timber cladding and creation of vaulted roof space) and associated landscaping.

Location: Gladwyns Farm, Holders Green Road, Richmonds Green, Thaxted

UTT/25/2791/HHF

Proposal: Front porch and hallway extension and proposed extension and conversion of existing garage to provide additional accommodation.

Location: Sibleys, Sibleys Lane, Thaxted

UTT/25/2788/LB

Proposal: Replacement of 3 no. rear windows.

Location: 44 Newbiggen Street, Thaxted

UTT/25/2875/LB

Proposal: Retention of underpinning work and associated repairs completed in 1997.

Location: Whittakers, Richmonds Green, Thaxted

10. NEW DEVELOPMENT ADDRESSES TO NOTE

Site Address: Allotments, Bardfield Road, Thaxted

Plot 1 – 1 The Hedges, Bardfield Road, Thaxted, CM6 2LR

Plot 2 – 2 The Hedges, Bardfield Road, Thaxted, CM6 2LR

Plot 3 – 3 The Hedges, Bardfield Road, Thaxted, CM6 2LR

Plot 4 – 4 The Hedges, Bardfield Road, Thaxted, CM6 2LR

11. S106 REPRESENTATION – LAND OFF BURNS WAY, THAXTED

Reference: Tees:00890000002605

To consider the ceiling costs in relation to upcoming legal fees. Full verbal report from the Clerk.

12. NEIGHBOURHOOD PLAN

To receive an update from the Neighbourhood Plan Steering Group and consider any recommendations.

13. FLY-PARKING AT CLAYPIT VILLAS

To consider submitting a formal request to Essex County Council for residents' permits/double yellow lines.

14. SUPPORTING OUR RURAL COMMUNITIES – FUNDING REQUEST

To consider the funding request in preparation for budget 2026/27.

15. CLERK'S REPORT

To receive the Clerk's report on recent activities and administrative matters.

15.1 Internal Control Framework

To approve the Internal Control Framework as presented.

15.2 Assertion 10 and Audit Compliance

To consider the Clerk's concerns regarding Assertion 10 and meeting compliance requirements in time for audit.

15.3 Agenda Item request form

To approve the agenda item request form as presented

16. CHAIRMAN'S REPORT

To receive a report from the Chairman.

17. THE GUILDHALL CUSTODIAN'S REPORT

To receive the Custodian's report for the period.

18. NET ZERO CARBON GRANT

To receive an update and consider any recommendations regarding the Net Zero Carbon Grant.

19. DRONE POLICY

To consider and approve the proposed Drone Policy for the Council.

20. ITEMS FOR FUTURE CONSIDERATION

To note items for inclusion on future agendas:

J9 Awareness Training and Safe Space Accreditation – The Clerk has requested further information; however, due to annual leave this is currently on hold.

21. DATE AND TIME OF NEXT MEETING

The next Full Council meeting will be held on Thursday 11th December 2025 at 7:30 PM.

PART II

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public will be excluded from the meeting during consideration of the following item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

22. WALNUT TREE MEADOW

To discuss and consider what the Council wishes to do with the ongoing lease agreement.