



# THAXTED PARISH COUNCIL

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To: All Parish Councillors

You are hereby summoned to attend the Full Council Meeting of Thaxted Parish Council. Date: Thursday, 9th October 2025 Time: 7:30 PM Venue: The Community Hall, Thaxted

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

Meetings and the public 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

3<sup>rd</sup> October 2025

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## 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, 11th September 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. FINANCE MATTERS**

### **7.1 External Auditor Report**

To receive the Annual Return from the External Auditor for the year ended 31st March 2025.

### **7.2 APPROVAL OF PAYMENTS**

To approve payments as presented by the RFO.

## **8. PLANNING MATTERS**

To consider any planning applications received since the last meeting.

### **UTT/25/2587/HHF**

PROPOSAL: Proposed part two storey, part single storey extension. (Previously approved under UTT/22/3206/HHF)

LOCATION: Chelmer House The Drive

### **UTT/25/2426/FUL**

PROPOSAL: The installation and operation of an underground high voltage electrical cable and associated works required to connect Cutlers Solar Farm to the electricity grid.

LOCATION: Land Located Between Thaxted Substation And The Cutlers Solar Farm Site Cutlers Green Lane

### **UTT/25/2506/LB**

PROPOSAL: Proposed relocation of kitchen from the rear extension to front room, reconfiguration of rear extension rooms and replacement of asbestos roof on rear extension.

LOCATION: 1 Stoney Lane Thaxted

## **9. NEIGHBOURHOOD PLAN**

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

## **10. FULL PARISH FORUM FEEDBACK**

To receive feedback from Councillors Perkins and Silver who attended as delegates on 29th September 2025.

## **11. CAR PARKS**

### **11.1 Working Party Update**

To receive an update from the car parks working party.

## **12. STOPPING UP OF COPTHALL LANE**

To receive a report from Councillor Knight.

## **13. SPEED WATCH**

To receive a report from Councillor Egan.

## **14. WAYFINDER GRANT FOR UDC**

To receive information from Councillor Breen regarding the Wayfinder Grant.

## **15. J9 AWARENESS TRAINING AND SAFE SPACE ACCREDITATION**

To consider J9 Awareness Training and Safe Space Accreditation for the Council.

## **16. RETURN OF EQUIPMENT**

To note it is the request of the Clerk to return out of date equipment from former Councillors.

## **17. CLERK'S REPORT**

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

**17.1** to consider and approve the service from HIVE including assertion 10 compliance at the professional package costing £997 per year. (see attached guidance notes)

## **18. CHAIRMAN'S REPORT**

To receive a report from the Chairman.

## **19. THE GUILDHALL CUSTODIAN'S REPORT**

To receive the Custodian's report for the period.

## **20. ITEMS FOR FUTURE CONSIDERATION**

To note items for inclusion on future agendas:

- Additional gym equipment quotes - Assets Committee
- Communications Policy Update - Finance Committee
- BYO Device Policy - Finance Committee
- Remote Meeting Policy
- Street Naming Policy

## **21. DATE AND TIME OF NEXT MEETING**

The next Full Council meeting is 6<sup>th</sup> November 2026