



THAXTED PARISH COUNCIL

Community Hall ,
Recreation Ground,
Newbiggen Street,
Thaxted, Dunmow,
Essex, CM6 2QT. Tel:
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To: All Parish Councillors

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

Date: Thursday, 11th December 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.

General Data Protection Regulations (GDPR) 2018: For details of the Parish Council's Privacy Notice, please visit our website: <https://thaxted-pc.gov.uk/parish-council/policies-and-procedures/privacy-policy>

Dena Oxley

Clerk & Responsible Financial Officer

Dated: 4th December 2025

AGENDA

1. **Apologies for Absence**

To receive and accept apologies for absence.

2. **Declarations of Interest**

To receive declarations of disclosable pecuniary interests and other interests in items on the agenda and to consider any requests for dispensations.

3. **Public Participation**

To allow members of the public to address the Council on matters on the agenda (maximum 10 minutes, 2 minutes per person).

4. **District and County Councillor Reports**

To receive reports from District and County Councillors.

5. **Minutes of Previous Meetings**

- a) To approve the minutes of the Full Council meeting held on 6th November 2025.
- b) To note the minutes of the Personnel Committee meeting held on 20th November 2025.

- c) To note the minutes of the Finance Committee meeting held on 20th November 2025.
- d) To note the minutes of the Planning Committee meeting held on 27th November 2025.

6. Essex Travel Presentation and Bus Survey

To receive a presentation from Essex Travel and to consider the Bus Survey results.
(Requested by Cllr Wattebot)

7. Devolution - The Story So Far

To receive an update on devolution matters affecting the Council and local area.

8. J9 - Update

To receive an update on Junction 9 matters from Cllr Perkins.

9. Uttlesford Business Award Nomination

To consider any and all proposals for Uttlesford Business Award nominations, including Cllr Frater's proposal to nominate the Maypole.

10. Budget 2025/26

- a) To receive and note the budget approved by the Finance Committee on 20th November 2025.
- b) To consider and approve the final budget for 2025/26.

11. Precept 2025/26

To consider and approve the Council's council tax requirement for 2025/26 by setting a budget and to resolve to set a precept of £159,076.00 (Band D property £110.19, an increase of £4.24 which equates to 4% on last year) to be issued to Uttlesford District Council (the billing authority), in accordance with Section 41 of the Local Government Finance Act 1992.

12. Policy Reviews

To resolve and adopt all policies on block from the Finance Committee item FC/25/11 Policy Reviews L - Z.

13. Finance Matters

- a) To note the schedule of payments and receipts.
- b) To receive and note the bank reconciliation.
- c) To approve the provision of a pre-loaded Post Office card for the Assistant Clerk to facilitate payment of expenses and purchases relating to their role and Council business. The card currently holds £35; to consider increasing this to £100.
- d) To consider and approve a payment of £100 - £150 for the Christmas Tree committee. This is in addition to the £100 resolved at the Full Council meeting held on 12th June 2025.

14. Planning Applications

a) UTT/25/3114/FUL

Proposal: Change of use from (pre 2020 use classes) F1 (Ground Floor) learning institution and A1 (First Floor) residential training centre to Class E "Commercial Business & Service" use

Location: 11 Town Street, Thaxted

b) UTT/25/2971/FUL (deferred from Planning meeting held on 27th November 2025)

Proposal: Erection of 1 no. self build dwelling with associated landscaping, parking and access

Location: The Brew House, Fuchsia Row

c) UTT/25/3062/DOC

Proposal Application to discharge condition 16 (Construction Management Plan) attached to UTT/21/1836/OP.

Location Land To The East Of Wedow Road Thaxted Essex

15. Clerk's Report

To receive the Clerk's report.

16. Guildhall Custodian Report

To receive the Guildhall Custodian report.

17. Items for Future Consideration

To note any items for consideration at future meetings.

18. Date of Next Meeting

To note the date of the next Full Council meeting: Wednesday, 15th January 2026

Notes:

- Members of the public are welcome to attend and may speak during the Public Participation session.
- Copies of documents referred to in this agenda are available from the Clerk or on the Council's website.
- This meeting may be recorded for the purposes of minuting.