



THAXTED PARISH COUNCIL

Community Hall ,
Recreation Ground,
Newbiggen Street,
Thaxted, Dunmow,
Essex, CM6 2QT. Tel:
01371 831952.

email: clerk@thaxted-pc.gov.uk.

web: www.thaxted-pc.gov.uk

To: All Parish Councillors

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

Date: Thursday, 15th January 2026

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: 9th January 2026

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

To approve the minutes of the Full Council meeting held on 11th December 2025.

6. Parking Working Group

To receive reports from the Parking Working Group.

7. Neighbourhood Planning Steering Group

To receive report from the Neighbourhood Planning Steering Group.

8. Consultation Survey Responses

a) To note the Council's spending survey response.

b) To note the Local Government Reorganisation consultation response.

9. Remote Meeting Policy

To approve the Remote Meeting Policy.

10. Churchyard Clearance

To discuss and consider the removal of excess soil and garden waste within the Churchyard area.

11. Finance Matters

a) To note the schedule of payments and receipts.

b) To receive and note the bank reconciliation.

12. Planning Applications

a) UTT/25/3321/FUL

PROPOSAL: Change of use from granny annexe to separate dwelling, as well as S73A retrospective approval for entrance canopy and shed.

LOCATION: Fordans 17 Clare Court

b) UTT/25/2190/FUL

PROPOSAL: Proposed conversion of offices to form 1 no. dwelling with detached annex and parking.

LOCATION: Offices Hammer Hill Farm Stanbrook Road.

13. Clerk's Report

To receive the Clerk's report.

14. Guildhall Custodian Report

To receive the Guildhall Custodian report.

15. Items for Future Consideration

To note any items for consideration at future meetings.

The council is asked to take a detailed look at the year of meetings provisionally scheduled by the Clerk and return this item to the February agenda for pre-approval post May 2026.

16. Date of Next Meeting

To note the date of the next Full Council meeting: Thursday, 19th February 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 here: [link to reports relating this this agenda](#) or via the Clerk's office.
- This meeting may be recorded for the purposes of minuting.