



THAXTED PARISH COUNCIL

The Community Hall, Newbiggen Street, Thaxted, Dunmow, Essex CM6 2QT

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**All members of the Council are summoned to attend the FULL COUNCIL MEETING of
THAXTED PARISH COUNCIL
to be held at THE GUILDHALL, THAXTED on THURSDAY 17TH SEPTEMBER 2026 at 7:30 pm**

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 and 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://www.thaxted-pc.gov.uk>

Amanda Collins

Deputy Proper Officer and Deputy Responsible Financial Officer – 11th September 2026

AGENDA

FUL/26/42 Apologies for Absence

To receive and accept apologies for absence.

FUL/26/43 Declarations of Interest

To receive declarations of disclosable pecuniary interests and other registrable or non-registrable interests in respect of items on this agenda, and to consider any requests for dispensations under Standing Order 13.

FUL/26/44 Public Representations

A period of not more than 10 minutes is set aside for members of the public to make representations in accordance with Standing Order 3(g) and (h).

- FUL/26/45 Minutes of the Full Council Meeting**
To approve as a true and accurate record the minutes of the Full Council meeting held on 18th June 2026. [Minutes Full Council 18.6.26.pdf](#)
- FUL/26/46 Reports from District and County Councillors**
To receive verbal or written reports from the District and County Councillors representing the parish.
- FUL/26/47 Chairman's Report**
To receive and note a verbal report from the Chairman on matters relating to the duties of the Chairman.
- FUL/26/48 Guildhall Custodian's Report**
To receive the Custodian's Report on matters connected to the Guildhall and Town.
- FUL/26/49 Guildhall**
a) To receive a verbal update from the Chair of the Guildhall Committee relating to the agreement with Essex County Council and resolve to approve the purchase of a laptop and printer.
b) To receive and note an update following a visit from Essex County Council portfolio holders and officers.
- FUL/26/50 Deputy Proper Officer's Report**
To note and receive the Deputy Proper Officer's report. [Deputy Proper Officer Report September.docx](#)
- FUL/26/51 Finance**
- 8.1 Schedule of Payments – July/August 2026**
To review and authorise the schedule of payments for July and August 2026 – as examined, verified and certified by the Deputy RFO, in accordance with Financial Regulation 6.9.
[Payments for Authorisation.pdf](#)
- 8.2 Bank Reconciliation – 31 August 2026**
To receive and note the bank reconciliation as at 31 August 2026, and for two members other than the Chair to verify and sign the reconciliation and bank statements in accordance with Financial Regulation 2.6.
[Bank Reconciliations until August.pdf](#)
- 8.3 Annual Governance and Accountability Return 2025/26 – External Auditor's Report**
To receive and note the Section 3 External Auditor's Report and Certificate for 2025/26 from PKF Littlejohn LLP. The Council is asked to note the report and the requirement to publish the Notice of Conclusion of Audit in accordance with Standing Order 12(e) and the Accounts and Audit Regulations. [AGAR](#)

FUL/26/52 Standing Orders and Training

To update the Standing Orders to ensure Councillors receive mandatory training in accordance with the Good Councillor Guide. [TPC-Standing-Orders-England-2026-2027.pdf](#) [The-Good-Councillors-Guide \(1\).pdf](#)

FUL/26/53 Devolution

To re-affirm Thaxted Parish Council's agreement to continue to grant permission to Saffron Walden Town Council to act on our behalf in principle and in preliminary discussions regarding devolution.

FUL/26/54 Wayleave Agreement

To note the completed Wayleave Agreement for Cutlers Green and the Cricket Ground.

FUL/26/55 Thaxted Parish Council Land

To receive and note an update from the chair relating to Walnut Tree Meadow and Moscotts Meadow.

FUL/26/56 Parking Group Update

To receive and note an update from Cllr. Perkins.

FUL/26/57 CCTV

To receive and approve accordingly the installation of CCTV at Park Street car park up to the sum of £5,000.

FUL/26/58 Playground at the Recreation Ground

To approve Cllr Perkins and Cllr Silver to apply for grants for the playground.

FUL/26/59 Thanks to Volunteer

To formally record the Council's thanks to Samantha Lintonbon-Baker for her voluntary contribution watering and deadheading the Council's six planters in Town Street each Friday morning over the past year.

FUL 26/60 Planters

To receive and note the request for assistance with planting of autumn/spring plants in the town.

FUL/26/61 Clarence House Gardens

To approve to appoint Cllr Egan as a Trustee for the CIC at Clarence House Gardens.

FUL/26/62 Planning

10.1 Planning Application for Comment –

UTT/26/1540/HHF - 34 Weaverhead Close, Thaxted

Construction of a single storey flat roof rear extension and loft conversion including rear dormer.

UTT/26/0408/FUL – Land To The North Of Mayes Place Thaxted

Erection of 8 no. dwellings with associated access and drainage.

UTT/26/1972/FUL - Church View Farm Stanbrook Road Thaxted

Erection of agricultural workers dwelling and garage structure with associated landscaping to replace an existing mobile home currently located on the site.

FUL/26/63 Correspondence Received

11.1 Richmond's Green, Lindsell – Highways Matter

To consider correspondence received regarding deep ruts on the roadside near the sharp bend at Richmond's Green, Lindsell, reported as falling within the Council's maintenance responsibility rather than Essex Highways, and to determine what action, if any, should be taken.

11.2 Walnut Tree Meadow and Park Street – Dog Fouling and Parking

To consider correspondence received from a resident regarding dog fouling at Walnut Tree Meadow and all-day parking by business owners in Park Street before the shops open, and to determine what action, if any, should be taken.

FUL/26/64 Festive Meal

To determine a date and venue for the annual festive meal.

FUL/26/65 Date and Time of Next Meeting

To note the date and time of the next meeting of the Full Council is 15th October 7.30pm at the Guildhall.