THAXTED PARISH COUNCIL

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MINUTES OF THE FULL COUNCIL MEETING

held at THE GUILDHALL, THAXTED on THURSDAY 15TH OCTOBER 2026 at 7.30pm

(Draft minutes — subject to approval at the next meeting of the Council)

Present: Chairman Cllr Knight, Vice Chairman Cllr Frostick, Cllr Perkins, Cllr Tiisseyre, Cllr Egan, Cllr Frater, Cllr Breen, Cllr Adams, Cllr Silver and Cllr Young.

In attendance: Amanda Collins (Deputy Proper Officer and Deputy Responsible Financial Officer); District Cllr Foley; one member of the public.

Apologies: Cllr Williams (apologies accepted — see Minute FUL/26/66); District Cllr Haynes.

The Chair confirmed that the meeting was quorate in accordance with Standing Order 3(x).

FUL/26/66 Apologies for Absence

Apologies for absence were received from Cllr Williams. Apologies were also received from District Cllr Haynes, who submitted a written report (see Minute FUL/26/70).

It was RESOLVED that the apologies be accepted.

FUL/26/67 Declarations of Interest

No declarations of disclosable pecuniary interests, or other registrable or non-registrable interests, were made in respect of any item on the agenda. No requests for dispensation were received under Standing Order 13.

FUL/26/68 Public Representations

One member of the public, the Chair of Thaxted Rangers, addressed the Council regarding land at the cricket pitches owned by Hunts. Hunts wish to convert the land for use as football pitches, and the Council was asked to consider the possibility of this land being used for that purpose.

It was agreed that this matter be added as an agenda item for the Full Council meeting in November.

FUL/26/69 Minutes of the Full Council Meeting

Members considered the minutes of the Full Council meeting held on 17th September 2026. The following amendments were requested:

- Minute FUL/26/46 — to be amended to record that County Cllr Bo Davis has not attended any meetings since the 21st May 2026.

- Minute FUL/26/55 (raised by Cllr Frater) — references to Wellyboot Wood to be amended to Moscotts Meadow.

It was RESOLVED that, subject to the above amendments, the minutes of the Full Council meeting held on 17th September 2026 be approved as a true and accurate record. Proposed by Cllr Frater seconded by Cllr Knight.

FUL/26/70 Reports from District and County Councillors

Members noted the written reports submitted by District Cllr Foley (including the Member Briefing on Local Government Reorganisation of 21st September 2026) and District Cllr Haynes. District Cllr Foley also gave a verbal report, summarised as follows:

- Devolution and Local Government Reorganisation have been paused, not stopped. In response to a question from Cllr Frater regarding timescales, Cllr Foley advised that nothing will happen before Christmas this year.
- In response to a question from Cllr Knight as to when the judicial review period ends, Cllr Foley advised that this was not certain but was expected to be early 2027.
- Cllr Foley has been contacted by several residents regarding the noise and the frequency of night flights at Stansted Airport. Results from the noise monitor at Bolford Street Hall are expected by January. Cllr Foley will report back to Council with its findings.

FUL/26/71 Chairman's Report

The Chairman gave a verbal report, summarised as follows:

- The Clerk has returned to work on a phased return, Council and Officers alike welcome the Clerk and are pleased of her return.
- The Chairman attempted to attend the Thaxted Society meeting; however, no one else attended.
- The Chairman and Cllr Perkins have met with residents regarding a proposed pump track. It was noted that this is not a Thaxted Parish Council initiative and that the Council would not be funding it.
- The Youth Club is short of volunteers. If anyone is able to volunteer on a Friday evening it would be much appreciated and to contact Rita Williams directly on the Youth Club page.

FUL/26/72 Guildhall Custodian's Report

The Custodian's Report for September 2026 was received and noted.

It was RESOLVED to record a vote of thanks to the Custodian and all of the helpers for the significant increase in donations. Proposed by Cllr Frater, seconded by Cllr Egan.

FUL/26/73 Deputy Proper Officer's Report

The Deputy Proper Officer gave a verbal report on matters connected with the duties of the Deputy Proper Officer and Deputy RFO and staff, summarised as follows:

- Shutters are expected to be installed in approximately three weeks' time at the Community Hall.
- A litter pick will take place on Friday at 10am.

- Legionella testing has now been carried out at Clarance House Gardens, the Community Hall, the Guildhall and Margaret Street toilets.
- CCTV at Park Street car park is expected to be fitted by 30th October 2026.

The Deputy Proper Officer's report was received and noted.

FUL/26/74 Finance

9.1 Schedule of Payments — September 2026

It was RESOLVED to authorise the schedule of payments for September 2026, as examined, verified and certified by the Deputy RFO in accordance with Financial Regulation 6.9. The schedule is to be signed by Chair of Finance Committee Cllr Frater and Cllr Tisseyre.

9.2 Bank Reconciliation — 30 September 2026

Members received and noted the bank reconciliation as of 30th September 2026. In accordance with Financial Regulation 2.6, Cllr Tisseyre, a Member other than the Chair, verified and signed the reconciliation and bank statements.

9.3 VAT Return for Quarter 2

Members noted the submitted VAT return for Quarter 2 (July–September 2026).

9.4 Cllr Perkins Laptop

Proposed by Cllr Silver and seconded by Cllr Knight:

It was RESOLVED unanimously to purchase a laptop for Cllr Perkins to the value of £670.00 net from RT Tec, in line with previously purchased Councillor laptops.

FUL/26/75 Noticeboard Policy

Cllr Silver spoke about the need for a Noticeboard Policy. Members considered the draft policy and agreed the following amendments:

- The maximum display period for non-Council notices to be 28 days.
- Notices are to be submitted via the Council office. The Deputy Proper Officer will check notices against the policy in the first instance and, where eligibility is unclear, refer them to the Chair of the Assets and Open Spaces Committee.

It was RESOLVED to adopt the Noticeboard Policy, subject to the above amendments. Proposed by Cllr Frostick, seconded by Cllr Knight.

The Council recorded its thanks to Cllr Silver for his research and producing the policy.

FUL/26/76 Zero Carbon Communities Grant Fund

Members considered the Uttlesford District Council Zero Carbon Communities Grant Fund. The closing date for applications is 4th December 2026. Possible projects discussed included:

- Solar panels for the public toilets — the previous grant application is to be checked to establish why it was unsuccessful.
- Heating for the Guildhall, similar to that installed at the Community Hall, at approximately £1,000 per unit, with approximately six units required.

Councillors are to feed back any further project ideas to Cllr Perkins.

Proposed by Cllr Frostick and seconded by Cllr Young:

It was RESOLVED to authorise Cllr Perkins and Cllr Silver to identify a suitable project and to prepare and submit a grant application on behalf of the Parish Council, subject to any financial commitment by the Council being brought back to Full Council for approval.

FUL/26/77 Wayfinding Project

Cllr Breen updated Members that the wayfinding boards are at the final design stage. Following a meeting with Uttlesford District Council, three A0 panels will be provided:

- one at the Windmill — the Windmill will install this themselves once their works are completed in Spring 2027;
- one at the Margaret Street car park; and
- one at the Community Hall.

Cllr Breen and the P3 group will walk the town to assess where to locate the A4 signs and discs.

It was RESOLVED unanimously to add a Windmill sign to the fingerpost outside the Indian restaurant.

The Chair recorded the Council's thanks to Cllr Breen for his work on the project.

FUL/26/78 Planning

New Applications

10.1 UTT/26/2376/HHF — 15 Guelphs Lane, Thaxted

Removal of existing conservatory, construction of rear single storey extension, including a new roof to garage and monopitch above the front porch.

It was RESOLVED that Members support the application.

10.2 UTT/26/2356/HHF — 6 Bardfield End Villas, Bardfield Road, Thaxted

Proposed vehicular access and on plot parking.

It was RESOLVED that Members support the application, subject to the measures recommended by Essex Highways.

10.3 UTT/26/2518/LB & UTT/26/2517/HHF — 17 Bolford Street, Thaxted

Erection of single-storey lean-to extension to provide ground-floor WC.

It was RESOLVED that Members support the applications.

10.4 UTT/26/2537/FUL — The Haven, Fishmarket Street, Thaxted

Proposed demolition of existing dwelling and replacement self-build dwelling with associated garage, access, parking and landscape.

It was RESOLVED that Members raise no objection to the application. Highways are to be made aware that they own the verge at the front of the property.

Cllr Knight raised the need for a Construction Management Plan due to the primary use of this road being pedestrians as it leads to a heavily used footpath.

Decisions To Note

10.5 UTT/26/1540/HHF — 34 Weaverhead Close, Thaxted

Construction of single storey flat roof rear extension and loft conversion including rear dormer. Members noted that the application has been approved.

10.6 UTT/26/0510/FUL — Barn at Broadfans Barn, Cherry Street, Duton Hill

Conversion and extension of existing barn from a commercial recording studio to holiday accommodation with associated access and parking. Members noted that the application has been refused.

FUL/26/79 Date and Time of Next Meeting

The date of the next meeting of the Full Council was noted as Thursday 19th November 2026.

PART II — Confidential Business

FUL/26/80 Exclusion of Press and Public

It was RESOLVED that, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and in accordance with Standing Order 3(f), the public and press be excluded from the meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

FUL/26/81 Payment for the Deputy Proper Officer

Proposed by Cllr Frostick:

It was RESOLVED unanimously to agree a payment for the Deputy Proper Officer.

FUL/26/82 Fixed Term Deposit Account

Members noted the date of maturity of the Council's fixed term deposit account.

It was RESOLVED unanimously to re-invest the funds for a further12 months.

The Chair thanked the Deputy Proper Officer and Cllr Frostick.

The meeting closed at 20.39pm.

Signed: _____

Chair of Thaxted Parish Council

Date: _____