THAXTED PARISH COUNCIL

The Community Hall, Newbiggen Street, Thaxted, Dunmow, Essex CM6 2QT
Tel: 01371 831952
Email: clerk@thaxted-pc.gov.uk Web: www.thaxted-pc.gov.uk

MINUTES OF THE FULL COUNCIL MEETING

held at THE GUILDHALL, THAXTED on THURSDAY 17TH SEPTEMBER 2026 at 7.30pm

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

Present: Cllr M. Frostick (Acting Chair), Cllr Egan, Cllr Frater, Cllr Perkins, Cllr Tisseyre, Cllr Silver, Cllr Breen and Cllr Adams

In attendance: Amanda Collins (Deputy Proper Officer and Deputy Responsible Financial Officer); Will Cockerill and Peter Hepworth (Parish Paths Partnership, P3).

Apologies: Cllr Williams, Cllr Young and Cllr Knight (apologies accepted — see Minute FUL/26/42)

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

FUL/26/42 Apologies for Absence

Apologies for absence were received from Cllr Williams, Cllr Young and Cllr Knight.

It was **RESOLVED** that the apologies be accepted.

FUL/26/43 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/26/44 Public Representations

Will Cockerill gave a presentation on behalf of the Parish Paths Partnership (P3), summarised as follows:

- The P3 partnership between P3, the parish/town council and Essex County Council (ECC) will mark 23 years' operation this coming December. P3 looks after all the parish's pathways; ECC provides training, budget and equipment, while the parish provides volunteers, whose costs are reimbursed by ECC at the end of the financial year.
- 120 volunteer hours have been completed so far this year, including installing steps and handrails, mowing, repairing eight footbridges, clearing fallen branches and trees, and replacing waymarker posts.
- Four guided walks are held each year.

- The group has been nominated for a BBC Essex Make a Difference Award and has reached the finals.
- There are currently eight active volunteers.
- P3 expressed their gratitude to a local colleague for the free storage of P3 machinery.

The Acting Chair thanked Mr Cockerill for his presentation and, on behalf of the Council, expressed appreciation for the volunteers' hard work. Feedback on the presentation is to be provided via the Council office.

Cllr Frater asked that the Council's thanks be recorded to Mr Cockerill for his assistance with the NBHP biodiversity work.

FUL/26/45 Minutes of the Full Council Meeting

Members considered the minutes of the Full Council meeting held on 18th June 2026.

It was **RESOLVED** that the minutes of the Full Council meeting held on 18th June 2026 be approved as a true and accurate record.

FUL/26/46 Reports from District and County Councillors

Members noted the written report submitted by District Cllr Foley. It was noted with concern that County Cllr Bo Davis has not attended a meeting since 21st May 2026 and had not responded to the Council's correspondence.

Cllr Frater proposed that the Deputy Proper Officer write to County Cllr Bo Davis regarding this; Members agreed unanimously.

FUL/26/47 Chairman's Report

Cllr Frostick, Acting Chair, gave a verbal report and expressed his gratitude to the Deputy Proper Officer for stepping up in the Clerk's absence.

FUL/26/48 Guildhall Custodian's Report

The Custodian's Report was received and noted. Cllr Breen asked that the Council's thanks be recorded to Lyn Croot. Members noted a possible craft day, and the possibility of CFR (Community First Responder) Saturday daytime training to be held in the Guildhall for the community in the future.

FUL/26/49 Guildhall

a) Essex County Council agreement and purchase of laptop and printer

It was **RESOLVED unanimously** that a model of the Guildhall be loaned to Essex County Council, as requested, with wording to state 'On loan from Thaxted Guildhall, with thanks'.

The Deputy Proper Officer was asked to prepare an agreement between Thaxted Parish Council and Essex County Council setting out the loan details.

Proposed by Cllr Frostick and seconded by Cllr Silver:

It was **RESOLVED unanimously** to approve the purchase of a laptop and printer.

b) Update following visit from Essex County Council

Members were pleased to note that the Essex County Council portfolio holders and officers who visited the Guildhall were very complimentary, remarking that they wished all their premises were run as well as the Guildhall. It was noted that the ECC end-of-lease team had carried out a dilapidation inspection; internal repairs and a further report are expected to follow.

FUL/26/50 Deputy Proper Officer's Report

The Deputy Proper Officer's report was received and noted. Cllr Frater requested that the dead sapling at the QEII Garden be replaced with a flagpole.

It was **RESOLVED** unanimously to erect the flagpole.

FUL/26/51 Finance

8.1 Schedule of Payments — July/August 2026

It was **RESOLVED** that the recommendation of the Finance Committee to 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, be approved.

8.2 Bank Reconciliation — 31 August 2026

It was **RESOLVED** that the recommendation of the Finance Committee to approve the bank reconciliations for July and August 2026 be approved, in accordance with Financial Regulation 2.6, with two Members other than the Chair to verify and sign the reconciliations and bank statements accordingly.

8.3 Annual Governance and Accountability Return 2025/26 — External Auditor's Report

Members noted the Section 3 External Auditor's Report and Certificate for 2025/26 from PKF Littlejohn LLP, and the requirement to publish the Notice of Conclusion of Audit in accordance with Standing Order 12(e) and the Accounts and Audit Regulations. The Deputy Proper Officer has displayed the documents on the website.

FUL/26/52 Standing Orders and Training

Proposed by Cllr Frostick and seconded by Cllr Perkins:

It was **RESOLVED unanimously** that mandatory training be introduced for new Councillors and existing Councillors in accordance with the Good Councillor Guide, and that CouncilWise be approached to provide the training.

The Deputy Proper Officer was asked to update the Standing Orders to reflect this change.

FUL/26/53 Devolution

Proposed by Cllr Frostick and seconded by Cllr Silver:

It was **RESOLVED unanimously** to re-affirm the Council's agreement to continue to grant permission to Saffron Walden Town Council to act on its behalf in principle and in preliminary discussions regarding devolution.

FUL/26/54 Wayleave Agreement

(This item was taken earlier in the meeting, immediately after Minute FUL/26/46, for the benefit of members of the public present.)

Members noted that the Wayleave Agreement for Cutlers Green and the Cricket Ground had been completed. At Cutlers Green, cables previously carried overhead near the willow trees have now been placed underground. At the Cricket Pitch, fibre has been laid underground, arranged by the Deputy Proper Officer.

It was **RESOLVED unanimously** to approve the decisions taken by the Deputy Proper Officer, the Chair and the Vice-Chair in respect of this matter.

FUL/26/55 Thaxted Parish Council Land

Members received an update from the Acting Chair regarding Walnut Tree Meadow and Moscotts Meadow. It was noted that the Council now owns the freehold of Walnut Tree Meadow, although not the brook at the top of the meadow. P3 offered their assistance with the Council's open spaces generally, including Walnut Tree Meadow as a new acquisition.

It was noted that the land between Walnut Tree Meadow and Moscotts Meadow should have been transferred to the Council under a Section 106 agreement with the developer; as this had not occurred, the Council will concentrate on arranging the transfer.

Note: This item was discussed at agenda item FUL/26/44 for the benefit of the P3 Members present.

FUL/26/56 Parking Working Group Update

Members received an update from Cllr Perkins and Cllr Silver. A report was circulated and discussed, and Members noted the Working Group's report. The Chair thanked Cllr Silver and Cllr Perkins for their detailed report. The Clerk was asked to work with Cllr Silver and Cllr Perkins to produce a letter.

FUL/26/57 CCTV

Members discussed the quotation received for the installation of CCTV at Park Street car park. Proposed by Cllr Silver and seconded by Cllr Frater:

It was **RESOLVED unanimously** to accept the quotation and approve the installation of CCTV at Park Street car park, up to the sum of £5,000, in accordance with Financial Regulation 5.

FUL/26/58 Playground at the Recreation Ground

It was **RESOLVED unanimously** to approve Cllr Perkins to apply for a grant for the playground. £5,100 has been allocated within the budget to assist in meeting the criteria of the Stansted Airport Flagship Award Grant.

FUL/26/59 Thanks to Volunteer

It was **RESOLVED** 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.

The Deputy Proper Officer was asked to write a letter of thanks to Mrs Lintonbon-Baker.

FUL 26/60 Planters

Cllr Egan outlined the assistance required with the planting of autumn/spring plants in the town. Cllr Perkins offered to assist.

FUL/26/61 Clarance House Gardens

Proposed by Cllr Frostick and seconded by Cllr Frater:

It was **RESOLVED** that Cllr Egan be appointed as a Trustee of the CIC at Clarance House Gardens in her own name, and not as a representative of the Council.

The Deputy Proper Officer was asked to arrange a meeting with Discover Bushcraft and Cllr Frostick and Cllr Knight to discuss the CIC and plans for the garden.

FUL/26/62 Planning

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

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

It was **RESOLVED** that Members support the application.

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

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

Members agreed that the Council's comments of objection reflect the wording of the original objection previously submitted by Cllr Young in relation to this proposal as the updated application has failed to address the points previously stated.

It was **RESOLVED** that Members object to the proposed application.

UTT/26/1972/FUL — Church View Farm, Stanbrook Road, Thaxted

Erection of an agricultural worker's dwelling and garage structure with associated landscaping, to replace an existing mobile home currently on the site.

It was **RESOLVED** that Members support the application, subject to there being no encroachment upon or obstruction of Footpath 40.

Cllr Breen updated Members on Cllr Young's report relating to the Neighbourhood Plan progress.

FUL/26/63 Correspondence Received

11.1 Richmond's Green, Lindsell — Highways Matter

Following discussion, Cllr Frostick confirmed that this matter, concerning deep ruts on the roadside near the sharp bend at Richmond's Green, Lindsell, falls within Essex Highways' responsibility rather than that of Thaxted Parish Council.

The Deputy Proper Officer was asked to contact the resident, report the matter online to Highways, and provide the resident with the reference number.

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

Following discussion, the Deputy Proper Officer was asked to write to the resident.

It was noted that Cllr Frater had received correspondence from a resident regarding a suspected breach of planning permission. The Deputy Proper Officer confirmed that there are several ongoing planning enforcement cases for Thaxted at present.

FUL/26/64 Festive Meal

Cllr Frater proposed that the annual festive meal be held on 10th December, at 7pm, comprising two courses, for Councillors and staff. Members agreed. Cllr Frater agreed to book the venue and Cllr Egan agreed to be the point of liaison, the same as last year.

FUL/26/65 Date and Time of Next Meeting

The date and time of the next meeting of the Full Council was noted as 15th October 2026 at 7.30pm at the Guildhall.

The meeting closed at 8.51pm.

These minutes were confirmed as an accurate record of proceedings and signed by the Chair in accordance with Standing Order 12(c), at the Full Council meeting held on 15th October 2026.

Signed: _____
Chair of Thaxted Parish Council

Date: _____