THAXTED PARISH COUNCIL

The Community Hall, Newbiggen Street, Thaxted, Dunmow, Essex CM6 2QT
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MINUTES OF THE FULL COUNCIL MEETING

Held at The Guildhall, Thaxted
on Thursday 18th June 2026 at 7:30pm

Present: Cllr Victoria Knight (Chairman), Cllr Terry Frostick (Vice Chairman), Cllr Theresa Egan, Cllr Alex Young, Cllr Nicky Tisseyre, Cllr Robert Silver and Cllr Andrew Frater.

In attendance: Amanda Collins Deputy Proper Officer & Deputy Responsible Financial Officer

FULL/26/28 Apologies for Absence

RESOLVED: The apologies for absence received from Cllr Breen, Cllr Williams and Cllr Perkins accepted and approved. Cllr Ian Adams (no apology received).

FULL/26/29 Declarations of Interest

No declarations of disclosable pecuniary interests or other registrable or non-registrable interests were received in respect of items on the agenda.

FULL/26/30 Public Representations

The Chairman opened the public representations period in accordance with Standing Order 3(e). No representations were made.

FULL/26/31 Minutes

FULL/26/31.1 Annual Full Council Meeting – 21 May 2026

RESOLVED: The minutes of the Annual Council Meeting held on 21 May 2026 were approved as a true and accurate record of the meeting. Annual-Council-Meeting-Minutes-21-May-2026-DRAFT.pdf

FULL/26/31.2 Extraordinary Full Council Meeting – 4 June 2026

RESOLVED: The minutes of the Extraordinary Full Council Meeting held on 4 June 2026 were approved as a true and accurate record of the meeting. Minutes Extraordinary Full Council 4.6.26.pdf

FULL/26/32 Reports from District and County Councillors

Cllr Martin Foley, District Councillor (Thaxted and The Eastons Ward)

Uttlesford District Council had received three major awards for transformation, teamwork and sector-leading performance in its Planning service, including being named Local Government Chronicle Large Team of the Year, following a double win for the Planning Team at the 2026 Planning Awards.

NOTED: That the written report from Cllr Martin Foley, District Councillor, was received and noted.

FULL/26/33 Chairman's Report

The Chairman reported that she had completed her Chairman's training, which she found useful and informative, and that further training for councillors would be delivered in Thaxted; councillors wishing to participate were asked to contact the Clerk. The Chairman further reported that the Copthall Lane traffic measures were progressing.

Cllr Frostick reported that the Thaxted Morris Men weekend had been a great success and that the Morris Men were aware of the new traffic regulations and were working towards organising next year's event. The Chairman noted that she had a contact who would informally advise the Morris Men, and would pass on the relevant details. It was further noted that Jack Roberts would assist with street cleaning next year.

NOTED: That the Chairman's Report was received and noted.

FULL/26/34 Guildhall Custodian's Report

Custodian's Report May/June 2026 – Rob Evans

custodians report May 2926.pdf

NOTED: That the Guildhall Custodian's Report was received and noted.

FULL/26/35 Finance

Schedule of Payments – June 2026

The Council reviewed the schedule of online payments for June 2026, as examined, verified and certified by the RFO and Cllrs Silver, Frostick and Frater.

RESOLVED: That the schedule of payments for June 2026 be approved.

The Council noted that Cllr Frostick had transferred £10,000 from the Council's deposit account to the Council's cheque account, at the request of the RFO, in accordance with Financial Regulation 6.8(iv).

FULL/26/36 Essex County Council Salt Bag Partnership Scheme 2026/27

The Council considered whether to participate in the Essex County Council Salt Bag Partnership Scheme for Winter 2026/27, noting that the closing date for applications is 21 July 2026.

Salt Bag Partnership Scheme for Winter 2026-27.docx

RESOLVED: That the Council does not participate in the Essex County Council Salt Bag Partnership Scheme for Winter 2026/27. Proposed by Cllr Egan, seconded by Cllr Silver.

FULL/26/37 Neighbourhood Plan – Update

Cllr Young provided a verbal update on the Neighbourhood Plan. He reported that Uttlesford District Council had adjusted its requirements and that a Strategic Environmental Assessment was no longer required, and asked that Councillors obtain the revised task sheets from him. Cllr Young

further reported that Tom Cannon had joined the Neighbourhood Plan Steering Group and that Helen Payne was also assisting with the work.

NOTED: That Cllr Young's update on the Neighbourhood Plan was received and noted.

FULL/26/38 Allotment and Market Positions

The Council considered the request to move responsibility for the Allotments and Market from the Finance Committee to the Open Spaces and Assets Committee.

RESOLVED: That the Allotments and Market be moved from the Finance Committee to the Assets and Open Spaces Committee, with the Finance Committee retaining responsibility for the associated finance charges and rates. Proposed by Cllr Silver, seconded by Cllr Frostick. Carried.

FULL/26/39 Planning

NOTED: That no new planning applications had been reported on the portal for Thaxted.

Planning Decisions to Note

UTT/26/0829/LB – 23 Newbiggen Street, Thaxted, CM6 2QS: Minor internal alterations and associated external works including removal of rear door and infilling to match existing, partial removal of stud wall to form breakfast bar, replacement of sash window with traditional timber French doors within existing opening, and installation of a flush-fitting conservation rooflight to rear extension. Decision: Approved.

UTT/26/0661/HHF – Monk Street Farm, Monk Street, Thaxted, Dunmow, CM6 2NR: Construction of pool house and relocation of greenhouse and associated operational development. Decision: Approved.

NOTED: That the planning decisions received from Uttlesford District Council were received and noted.

FULL/26/40 Clerk's Report

The Deputy Proper Officer verbally reported that the Planning Committee meeting scheduled for 2 July 2026 would not take place as the Deputy Proper Officer is on annual leave; Cllr Young offered to check the portal for any planning applications and to request an extension of the determination period should any arise in the interim.

NOTED: That the Clerk's Report was received and noted.

FULL/26/41 Date and Time of Next Meeting

RESOLVED: That the next meeting of the Full Council be held on Thursday 16 July 2026.

There being no further business, the Chairman closed the meeting at 7:59pm.

These minutes were confirmed as a true and accurate record of the meeting.

Signed: ……

Cllr Victoria Knight, Chairman

Date: ……