



THAXTED PARISH COUNCIL

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THAXTED PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

Held on Thursday, 10th July 2025 at 7:30 PM
At the Guildhall, Thaxted

PRESENT

- Cllr Andrew Frater (Chairman)
- Cllr Terry Frostick
- Cllr Theresa Egan
- Cllr Jenna Perkins
- Cllr Antoinette Wattebot
- Cllr Alexander Young
- Cllr Nicky Tisseyre
- Cllr Tom Breen
- Cllr Robert Silver

IN ATTENDANCE

- Dena Oxley (Parish Clerk & RFO)

1. APOLOGIES FOR ABSENCE

RESOLVED: To accept apologies from:

- Cllr Ray Williams
- Cllr Victoria Knight
- District Cllr Richard Haynes
- County Cllr Martin Foley

2. DECLARATION OF INTERESTS

No interests were declared.

3. PUBLIC PARTICIPATION

No public representation was received.

4. APPROVAL OF MINUTES

RESOLVED: To approve the minutes of the Extraordinary Council meeting held on 26th June 2025 as a true and accurate record.

5. CHAIRMAN'S REPORT

1. **Special recognition of Cllr Perkins:** In her role as community first responder, delivered a baby!
2. **Harvest edition of Parish Magazine:** To be published at the end of August. Should any committee/working group chairs wish to provide articles, contact Mike Collins.

6. DISTRICT COUNCILLOR'S REPORT

No report received

7. COUNTY COUNCILLOR'S REPORT

(See reports attached) –

[Cllr Foley Parking members briefing](#),

[Cllr Foley Uttlesford Panel Papers June 2025](#)

[THE LOCAL PLAN THE EXAMINATION IN PUBLIC \(EiP\) - Cllr Foley Report](#)

8. THE GUILDHALL CUSTODIAN'S REPORT

(See report attached) - [Custodians report June 2025](#)

9. FINANCE MATTERS

9.1 Community Bleed Kit Grant Application

Following a report from Cllr Perkins, the Council considered the matter. Cllr Frostick reported that grants for licensed premises are available.

RESOLVED: To consider and approve the completion of a grant application for a community bleed kit from Stansted Airport Community Grant Fund. To request the RFO apply for grant funds to support the purchase of 2 x Bleed Kits. The Clerk and Cllr Perkins to collaborate on other items that may benefit the community.

9.2 Full Council Finance Report

RESOLVED: To request the Clerk organise the missed finance meeting for Friday 18th July.

9.3 Approval of Payments

RESOLVED: To approve all payments as presented. [Finance](#)

9.4 Allotments Finance Committee Delegation

Proposed by Cllr Tisseyre, seconded by Cllr Silver. **RESOLVED:** (7 for, 1 against, 1 abstained) To approve the allotments to sit within the Finance Committee with delegated powers to the RFO.

10. PLANNING MATTERS

10.1 UTT/25/1635/FUL

Proposed barn conversion to form 1 no. Dwelling at Poultry Building Woodhams Farm Cutlers Green Lane Thaxted CM6 2RH. **RESOLVED:** To make no comment.

11. NEIGHBOURHOOD PLAN

Reports attached:

[Neighbourhood Plan - Thaxted Assessment Map](#)

[NPSG Minutes 3.7.25](#)

[NPSG report to TPC - July](#)

Proposed by Cllr Young, seconded by Cllr Wattebot. **RESOLVED:** To engage Liz Lakes up to the value of £5,000.

NOTE: The RFO and Proper Officer has stated that this figure is pending the results of the up-to-date finance records to ensure funds are available to meet this request.

12. ESSEX COUNTY FIRE & RESCUE

RESOLVED: To approve on a like-for-like basis [Essex County Fire and Rescue's offer of painting the vintage fire truck on loan from TPC].

13. MARGARET STREET & RECREATION GROUND TOILETS

13.1 Margaret Street Toilets

The Clerk reported that the Office of the Council is dissatisfied with both the standards of cleanliness and communication style of the current vendor and this is to be recorded. The Council commented that the balance of complaints needs to be considered versus cost of service. The Councillors also committed to do regular checks on the standards of cleanliness of the toilets.

13.2 Ongoing Tender [Toilet Quote Summary](#)

RESOLVED: To consider this matter through the Finance Committee and return to Full Council after consideration.

14. PARISH TRANSPORT UPDATE

Cllr Wattebot provided a verbal report on transport aspects affecting rural areas, noting:

- 90-100% of households in UDC have cars
- Younger people are reliant on cars

- Longer, less frequent journeys affect punctuality
- Youth survey relevance to Thaxted is questionable
- UDC transport team are in ongoing discussions

15. THE THAXTED SOCIETY

The Thaxted Society has asked for Thaxted Parish Council's official position regarding the unitary proposal.

RESOLVED: Thaxted Parish Council maintains an open mind regarding devolution until more information is available.

16. HEIGHT BARRIER

16.1 Installation at Recreation Ground

RESOLVED: To support the installation of the height barrier at the Recreation Ground following full finance approval and seek funding avenues.

16.2 Concrete Block Removing and Reinstating Fee

RESOLVED: To approve a £25 fee charge for removing and reinstating each block at the Recreation Ground.

17. UPDATE FROM COUNCILLOR MEETING

Cllrs Perkins and Egan provided updates including:

- **Booking button:** Completed - Clerk to locate a more subtle image in time
- **Buddy system for new councillors:** Will be on a voluntary basis
- **WhatsApp groups:** Updated and will be updated again following tonight's committee amendments
- **Recreation ground hedge cutting:** The Clerk wishes to note this is within the Open Spaces schedule and has in fact been completed this week
- **Quote for drinking water fountain:** Shall also be considered by the Clerk and Cllr Perkins in line with the community bleed kit grant application if able
- **Copthall Lane stopping up order:** Cllrs Breen and Knight to apply
- **Meeting times:** In relation to the meeting dates and times, the Clerk wishes to note that the item was resolved in the April meeting and therefore under Standing Order 7(a) cannot be reconsidered unless by special motion (requiring written notice by at least 6 councillors) or by a motion moved in pursuance of a committee recommendation. Therefore this shall be brought back to the September meeting. The Clerk also stated that going forward, the Chair of each committee shall provide the Clerk with the dates of their meetings.

18. CHAIR & VICE CHAIR

Cllr Perkins requested to retire as Chair of Open Spaces Committee and become Vice-Chair of both Open Spaces and Assets Committees. **RESOLVED:** (Proposed by Cllr Frater, seconded by Cllr Egan) To approve the recent changes in Chair and Vice Chair on the Open Spaces Committee and to appoint Cllr Frostick as Chair of Open Spaces.

19. CLERK'S REPORT

The Clerk on this occasion has not provided a written report in advance however verbally gave details that relate to work undertaken, including completion of external audit paperwork, creation of QR codes for multiple payment.

20. ITEMS FOR FUTURE CONSIDERATION

- September meeting dates
- Winter meetings in Community Hall (October-March)
- Annual Parish Assembly in Community Hall
- Remote meetings to be approved with a policy
- Projector screen/TV for Community Hall (possible donation)

21. DATE AND TIME OF NEXT MEETING

RESOLVED: Next meeting scheduled for Thursday, 11th September 2025 in the Guildhall.

22. SALT BAG PARTNERSHIP

RESOLVED: Under Standing Order 10(a)(xi), to move this item from Part II to Part I. **RESOLVED:** (6 for, 2 against, 2 abstained) To collaborate with Essex County Council in the Salt Bag Partnership Scheme. The Chairman will collaborate with a local contact to facilitate storage. The Clerk confirmed that the Council office will NOT facilitate distribution.

23. EXCLUSION OF PRESS AND PUBLIC

PART II - CONFIDENTIAL ITEMS

24. PURCHASE OF LAND AT WALNUT TREE MEADOW

The Parish Council considered in detail the options available in connection to the portion of land. The full recommendation will be considered and resolved at the October meeting. The Clerk will communicate the Parish Council's thoughts directly to the agent of the landowner.

25. THE GUILDHALL

The Parish Council considered which direction to progress with The Guildhall. **RESOLVED:** To formally approve the proposal as received by the Chairman of the Guildhall Committee. This matter remains confidential. The Chairman of the Guildhall Committee, in collaboration with the Clerk, will contact Essex County Council.

26. CLARENCE HOUSE GARDENS

The Parish Council considered the tender for Clarence House Garden wall. The tender has been received and the contractor will meet in the near future to discuss the work in further detail.

Meeting closed: 21:45

Chairman's Signature: _____ Date: _____

Minute Reference: TPC/2025/07

DRAFT