



THAXTED PARISH COUNCIL

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MINUTES OF THE FULL COUNCIL MEETING

Date: Thursday, 11th September 2025

Time: 7:30 PM

Venue: The Guildhall, Thaxted

PRESENT

Councillors:

- Andy Frater (Chairman)
- Victoria Knight
- Robert Silver
- Tom Breen
- Nicky Tisseyre
- Ray Williams
- Alex Young
- Theresa Egan
- Jenna Perkins
- Terry Frostick

In Attendance: Dena Oxley (Parish Clerk & RFO)

Members of Public: 7

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from:

- District Councillor Richard Haynes
- County & District Councillor Martin Foley
- Councillor Antoinette Wattebot

2. DECLARATION OF INTERESTS

No disclosable pecuniary interests or other interests were declared in matters on the agenda.

3. PUBLIC PARTICIPATION

Two members of the public addressed the Council regarding parking issues on Fishmarket Street:

Speaker 1 informed the Council of double parking on Fishmarket Street and highlighted that emergency services would be unable to access the area due to poor quality double yellow lines. The Chairman thanked the speaker and confirmed that Councillor Alex Young has raised concerns about the quality of yellow lines on numerous occasions.

Speaker 2 reported poor parking along Fishmarket Street from Stoney Lane, noting that some residents with driveways are not utilising them, which is affecting refuse collection. The speaker also informed the Council that Stoney Lane residents are being told they can park in Fishmarket Street. The resident has approached NEPP requesting a residents' permit parking solution but was informed that 75% support would be required. The speaker sought the Parish Council's active cooperation in finding a suitable resolution for Fishmarket Street residents.

The Chairman thanked all speakers and reiterated that Councillor Young is actively working on replacing the double yellow lines. Councillor Young, as a local resident, confirmed he would investigate possible resolutions.

4. APPROVAL OF MINUTES

RESOLVED: To approve the minutes of the Full Council meeting held on Thursday, 10th July 2025.

RESOLVED: To approve the minutes from the Finance Committee meeting held on Friday, 18th July 2025.

5. DISTRICT COUNCILLOR'S REPORT

No report was submitted by District Councillor Richard Haynes.

6. COUNTY COUNCILLOR'S REPORT

No report was submitted by County Councillor Martin Foley.

7. FINANCE MATTERS

7.1 Full Council Finance Report

Councillor Ray Williams reported that the RFO has been under considerable pressure and consequently the finance report was missing from the agenda. Payments were submitted but late. The Finance Chair requested a meeting to ensure the RFO has adequate time to complete the work. The Chairman noted that the RFO has undergone a recent VAT audit which has had to take priority and reminded Councillors that the time used for ad hoc requests should be limited and the Clerk will always prioritise the RFO duties in place of these. The Chairman responded that this matter falls under both personnel matters and upcoming budget setting.

7.2 Approval of Payments

As noted above, payments were submitted late but were considered.

[Dual signature report July 2025.pdf](#)
[Dual signature report August 2025.pdf](#)

8. PLANNING MATTERS

8.1 Planning Applications

UTT/25/2227/LB - Installation of timber garage door, 2 Yew Tree Cottage, Stanbrook Road

RESOLVED: To support the application.

9. NEIGHBOURHOOD PLAN

The Council received an update from the Neighbourhood Plan Steering Group. ([NPSG report to TPC - September.pdf](#)) The new Thaxted Promotional video (16 minutes) was shown to the meeting.

10. MARGARET STREET & RECREATION GROUND TOILETS

10.1 New Toilet Contractor

RESOLVED: To note and approve the newly appointed toilet cleaner.

10.2 Notice to Existing Contractor

RESOLVED: To note that notice has been officially served on the existing contractor. Keys are to be returned Friday 12th September. Due to lack of work undertaken since notice was served, payment has been stopped. The existing contractor remains under contract until 15th September.

11. MEETING ARRANGEMENTS

11.1 Meeting Dates & Times

The Committee Chairs requested that committee meetings be changed from the pre-agreed Friday afternoons to Thursday evenings to accommodate evening meetings. The Clerk shall work through the remaining year of scheduled committee meetings up until May 2026 and liaise with the Assistant Clerk to accommodate the changes requested. The Clerk reminded the Council that changes such as these impact on the overall delivery of office staff hours and that this Council's requests currently require officer attendance at circa 35 meetings per year.

RESOLVED: To change committee meetings from Friday afternoons to Thursday evenings.

11.2 Winter Meeting Venue

The proposal to use the Community Hall from October to March was discussed, with explicit confirmation that meetings would return to the Guildhall in Spring. The accessibility advantages of the Community Hall were noted.

RESOLVED: To use the Community Hall for meetings from October 2025 to March 2026, Proposed by Councillor Frater, seconded by Councillor Williams. **Vote:** 6 in favour, 4 against.

11.3 Annual Parish Assembly Venue

RESOLVED: To host the 2026 Annual Parish Assembly in the Community Hall as a trial.

12. COMMUNITY HALL EQUIPMENT

RESOLVED: To accept the donation of a large screen TV for monitor usage only.

13. CLT LEGAL REPRESENTATIVE

The Council considered the Community Land Trust legal representation matter. English Rural is preparing to supply power to the CLT homes on Bardfield Road, requiring an easement agreement from all parties before excavation work.

RESOLVED: To sign the easement agreements.

14. FIXED NOTICE BOARD - TOWN STREET

The Council received thanks and recognition for Councillor Young and a helpful neighbour for their work on the fixed notice board lock repairs in Town Street. The Council wishes to officially thank both parties.

15. CLARENCE HOUSE GARDENS

15.1 Volunteer Maintenance

Councillor Frostick provided a verbal report regarding volunteers stepping away from garden maintenance. One of the Council's contractors will take on grass cutting and hedging for this cutting season only, therefore no provisions are in place beyond this period.

RESOLVED: The Clerk shall disable bookings for Clarence House Gardens from October 2025 over the winter period and not accept any further bookings into spring of next year.

15.2 Structural Engineer Review

The Clerk and Chairman provided a verbal report on recent communications from a neighbour at this location. The Council has been informed via two 'screen dump' segments of a buyer's Level 3 RICS building survey that the wall is identified as a **'dangerous structure'** and **'exposing members of the public to the risk of injury.'** The Proper Officer reminded the Council of its obligations to ensure public safety measures are considered and as such there should be some longer-term cost considerations in relation to the ongoing maintenance providing sound confidence for the officers going forward. The Council considered this request.

RESOLVED: In place of a structural engineer survey, a building surveyor will be sufficient. Quotes shall be obtained for this purpose.

16. CAR PARKS

16.1 Signage and Vehicle Permissions

Councillor Silver reported on the findings of the working group. Future permanent signage with full and final wording to be brought back to Council. Temporary cover-up wording with stickers to be implemented. [Car Park guidance from Cllr Silver.pdf](#)

RESOLVED: To amend signage to read: "any Abandoned, Unregistered or Untaxed vehicles left in Park Street or Margaret Street car parks will be removed without notice." Proposed by Councillor Silver, seconded by Councillor Young.

16.2 Commercial Vehicle Restrictions

This matter shall continue to be discussed by the working group. No resolution.

17. COMMITTEE MEMBERSHIP

17.1 Finance Committee Addition

RESOLVED: To accept Councillor Silver joining the Finance Committee.

17.2 Hierarchical Chart [Committee-membership-Task-Delegation.pdf](#)

RESOLVED: To note the new hierarchical chart for the Council and its committees.

18. FULL PARISH FORUM

The Full Parish Forum is scheduled for 29th September 2025, 19:00-21:00.

RESOLVED: Councillors Perkins and Silver shall attend as delegates.

19. FIRE RISK ASSESSMENT

The Clerk read the 8 points from the fire risk assessment [Fire Risk Assessment - Thaxted Community Hall August 2025.pdf](#), all requiring action within the next month.

RESOLVED: Fire risk assessment received all necessary action points to be implemented by the clerk

20. CLERK'S REPORT [CLERK report September .pdf](#)

The Clerk's report was received with thanks. Councillor Frostick mentioned that the Clerk also arranged the recent structural repair work on the newly installed gym equipment which was missing from the report.

21. CHAIRMAN'S REPORT

A verbal report was provided by The Chairman

- A very good budget setting meeting was held last Friday, though more work remains
- ABC & U has been circulated
- The Chairman oversaw the installation of gym equipment

22. THE GUILDHALL CUSTODIAN'S REPORT

The Custodian's report was received [Guildhall custodian report sept 25.pdf](#)

23. ITEMS FOR FUTURE CONSIDERATION

The following items were noted for future agendas:

- Councillor Perkins will provide news on quotes for additional gym equipment
- Working party update for car parking
- Stopping up of Copthall Lane report from Councillor Knight
- Speed watch report from Councillor Egan
- Councillor Breen - Wayfinder Grant for UDC
- Remote meeting policy
- Street naming policy
- Communications policy update
- Return of old Cllrs equipment

24. DATE AND TIME OF NEXT MEETING

RESOLVED: The next Full Council meeting will be held on 9th October 2025.

Meeting concluded at: 21:38

Chairman's Signature: _____ Date: _____