



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

To: All Parish Councillors

You are hereby summoned to attend the Full Council Meeting of Thaxted Parish Council.

Date: Thursday, 12th March 2026
Time: 7:30 PM
Venue: The Community Hall, Thaxted

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

The agenda may be in two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

General Data Protection Regulations (GDPR) 2018: For details of the Parish Council's Privacy Notice, please visit our website: <https://thaxted-pc.gov.uk/parish-council/policies-and-procedures/privacy-policy>

Dena Oxley

Parish Clerk & Responsible Financial Officer
Dated: 6th March 2026

AGENDA

1. Apologies for Absence

To receive and accept apologies for absence.

2. Declarations of Interest

To receive declarations of disclosable pecuniary interests and other interests in items on the agenda and to consider any requests for dispensations.

3. Public Participation

To allow members of the public to address the Council on matters on the agenda (maximum 10 minutes, 2 minutes per person).

4. Minutes of Previous Meetings

4a. To resolve that the minutes of the Full Council meeting held on 19th February 2026 are a true and accurate record and to authorise the Chair to sign them.

5. Committee Minutes – To Note

To note the minutes of the following committee meetings held on 5th March 2026:

5a. Personnel Committee

5b. Finance Committee

6. District and County Councillor Reports

To receive reports from District and County Councillors on matters relevant to the parish (for information only).

7. Clerk's Report

To receive a report from the Clerk on matters of relevance to the Council.

8. Chair's Report

To receive a report from the Chair of the Council on matters of relevance to the parish.

9. National Planning Policy Framework (NPPF) – Policy PM13

To consider Policy PM13 of the National Planning Policy Framework and any implications for the parish.

10. Planning Matters

To consider and comment on the following planning applications:

10a. New Applications

UTT/26/0400/HHF & UTT/26/0401/LB

Proposal: Proposed single-storey rear infill kitchen extension and replacement outbuilding to provide a home office

Location: 23 Newbiggen Street, Thaxted

UTT/26/0408/FUL

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

Location: Land To The North Of Mayes Place

UTT/26/0355/FUL

Proposal: Section 73 application to vary condition 2 (approved plans) of UTT/23/0545/FUL (Demolition of existing buildings and erection of 2 dwellings with detached garages and associated work) – change to the approved drawings

Location: J F Knight Roadworks Ltd, Copthall Lane

10b. Appeal

Application Reference: UTT/25/3290/DOC

Appeal Reference: 6004688

Description: Application to discharge condition 4 (garage door details) attached to UTT/25/1907/LB

Location: 23 Newbiggen Street, Thaxted

Appellant: Mr & Mrs P Freeman

Appeal Start Date: 20 February 2026

11. Notice to Serve – 3 Bolford Street, Thaxted

To consider and resolve whether to serve notice on 3 Bolford Street, Thaxted in accordance with relevant legislation and Council policy.

12. Guildhall

To receive a report and consider any matters relating to the Guildhall.

13. Devolution of Services – Collaboration with Other Councils

To consider the following in respect of devolved services and facilities with Uttlesford District Council (UDC):

13a. To approve the collaboration with neighbouring councils in respect of devolved services and facilities with Uttlesford District Council (UDC).

13b. To seek a mandate to petition Uttlesford District Council (UDC) for further information in connection with the proposed devolution of services and facilities.

14. Internal Audit Reports – For Receipt

As recommended by the Finance Committee, to receive and note the following Internal Audit Reports prepared by Vicky Waples:

14a. Internal Audit Report dated 31st October 2025

14b. Internal Audit Report dated 24th February 2026

Note: Pursuant to Financial Regulation 3.12, the Clerk/RFO is required to bring to the attention of all councillors any correspondence or reports from internal or external auditors. The full Council is required to address recommendations arising from these reports in accordance with Financial Regulation 1.6.

15. Policies – For Approval

As recommended by the Finance Committee, to consider and approve the following policies:

15a. Electronic Equipment Policy

15b. General Privacy Notice

15c. Media Relations Policy

15d. Risk Management Policy

15e. Subject Access Request – Staff Policy

15f. Training and Development Policy

15g. Wellbeing Policy

15h. Investment Policy (Revised)

15i. Credit Control Policy (New)

Note: Copies of all policies are available to members on request from the Clerk.

16. Finance

16a. To receive the schedule of payments for authorisation.

16b. To receive the bank reconciliation reports for notation.

16c. To receive and note the Debtors Report.

17. Correspondence

To note any correspondence received since the last meeting.

18. Date of Next Meeting

To note the date of the next Full Council meeting.

[link to agenda and associated documents for the Full Council March 2026 Meeting](#)

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- Members of the public are welcome to attend and may speak during the Public Participation session.
 - Copies of documents referred to in this agenda are available via the Clerk's office.
 - This meeting may be recorded for the purposes of minuting.