



# THAXTED PARISH COUNCIL

The Community Hall  
Newbiggen Street  
Thaxted  
Dunmow  
CM6 2QT

Tel: 01371 831952

email: [clerk@thaxted-pc.gov.uk](mailto:clerk@thaxted-pc.gov.uk)

web: [www.thaxted-pc.gov.uk](http://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, 11th September 2025 **Time:** 7:30 PM **Venue:** The Guildhall, Thaxted

## THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

Meetings and the public 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.

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From:

*Dena Oxley*

Parish Clerk & Proper Officer

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## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive and accept apologies from Councillors unable to attend.

### 2. DECLARATION OF INTERESTS

Councillors to declare any disclosable pecuniary interests or other interests in matters on the agenda.

### 3. PUBLIC PARTICIPATION

An opportunity for members of the public to address the Council (maximum 10 minutes total, 2 minutes per speaker).

### 4. APPROVAL OF MINUTES

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

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

## **5. DISTRICT COUNCILLOR'S REPORT**

To receive a report from District Councillor Richard Haynes (if available).

## **6. COUNTY COUNCILLOR'S REPORT**

To receive a report from County Councillor Martin Foley (if available).

## **7. FINANCE MATTERS**

### **7.1 Full Council Finance Report**

To receive the quarterly financial report from the RFO.

### **7.2 Approval of Payments**

To approve payments as presented by the RFO.

## **8. PLANNING MATTERS**

### **8.1 Planning Applications**

To consider any planning applications received since the last meeting.

UTT/25/2227/LB

Installation of timber garage door

2 Yew Tree Cottage, Stanbrook Road

## **9. NEIGHBOURHOOD PLAN**

To receive an update from the Neighbourhood Plan Steering Group and consider any recommendations.

## **10. MARGARET STREET & RECREATION GROUND TOILETS**

### **10.1 New Toilet Contractor**

To note and officially approve the newly appointed toilet contractor.

### **10.2 Notice to Existing Contractor**

To note that notice has been officially served with our existing toilet contractor.

## **11. MEETING ARRANGEMENTS**

### **11.1 Meeting Dates & Times**

To consider and confirm meeting dates and times for the remainder of this council year.

### **11.2 Winter Meeting Venue**

To approve the use of Community Hall for meetings October 2025 - March 2026.

### **11.3 Annual Parish Assembly Venue**

To approve the Community Hall as the venue for the Annual Parish Assembly.

## **12. COMMUNITY HALL EQUIPMENT**

To consider the donation of projector screen/TV equipment for the Community Hall.

### **13. CLT LEGAL REPRESENTATIVE**

To consider matters relating to the Community Land Trust legal representation.

English Rural are preparing to supply power to the CLT homes on Bardfield Road. It seems that power network will require an easement from all parties before they dig. To confirm Parish Council agreement to be party to the easement.

### **14. FIXED NOTICE BOARD - TOWN STREET**

To receive thanks and recognition for Cllr Young and others for their work on the fixed notice board lock repairs in Town Street.

### **15. CLARENCE HOUSE GARDENS**

#### **15.1 Volunteer Maintenance**

To note the volunteers are stepping away from the maintenance and upkeep of the gardens and the school room to decide how to progress going forward.

#### **15.2 Structural Engineer Review**

To consider engaging a structural engineer for a review on the safety of the wall in its entirety.

### **16. CAR PARKS**

#### **16.1 Signage and Vehicle Permissions**

To approve the change of signage and vehicle permissions within both Park Street and Margaret Street car parks.

#### **16.2 Commercial Vehicle Restrictions**

To consider prohibiting commercial vehicles and how to identify these e.g. with commercial displayed signage, and/or two/three seats (no rear seating capacity).

### **17. COMMITTEE MEMBERSHIP**

#### **17.1 Finance Committee Addition**

To approve Cllr Silver joining the Finance Committee.

#### **17.2 Hierarchical Chart**

To note the new hierarchical chart for the council and its committees.

### **18. FULL PARISH FORUM**

Reminder of the Full Parish Forum on 29th September 2025, 19:00-21:00. To nominate a delegate to attend.

### **19. FIRE RISK ASSESSMENT**

To receive the fire risk assessment for the Community Hall and office.

### **20. CLERK'S REPORT**

To receive the Clerk's report on recent activities and administrative matters.

### **21. CHAIRMAN'S REPORT**

To receive a report from the Chairman.

## **22. THE GUILDHALL CUSTODIAN'S REPORT**

To receive the Custodian's report for the period.

## **23. ITEMS FOR FUTURE CONSIDERATION**

To note items for inclusion on future agendas.

## **24. DATE AND TIME OF NEXT MEETING**

To confirm the date and time of the next Full Council meeting.