



## THAXTED PARISH COUNCIL

The Community Hall, Newbiggen Street, Thaxted, Dunmow, Essex CM6 2QT

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**All members of the Council are summoned to attend the FULL COUNCIL MEETING of  
THAXTED PARISH COUNCIL  
to be held at THE GUILDHALL, THAXTED on THURSDAY 15TH OCTOBER 2026 at 7:30 pm**

**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 and 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://www.thaxted-pc.gov.uk>

*Amanda Collins*

Deputy Proper Officer and Deputy Responsible Financial Officer – 9th October 2026

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### **AGENDA**

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#### **FUL/26/66 Apologies for Absence**

To receive and accept apologies for absence.

#### **FUL/26/67 Declarations of Interest**

To receive declarations of disclosable pecuniary interests and other registrable or non-registrable interests in respect of items on this agenda, and to consider any requests for dispensations under Standing Order 13.

#### **FUL/26/68 Public Representations**

A period of not more than 10 minutes is set aside for members of the public to make representations in accordance with Standing Order 3(g) and (h).

- FUL/26/69 Minutes of the Full Council Meeting**  
To approve as a true and accurate record the minutes of the Full Council meeting held on 17 September 2026 [Full Council Minutes 17.9.26.pdf](#)
- FUL/26/70 Reports from District and County Councillors**  
To receive verbal or written reports from the District and County Councillors representing the parish.
- FUL/26/71 Chairman's Report**  
To receive a verbal report from the Chairman on matters relating to the duties of the Chairman.
- FUL/26/72 Guildhall Custodian's Report**  
To receive the Custodian's Report on matters connected to the Guildhall and Town.
- FUL/26/73 Deputy Proper Officer's Report**  
To receive a verbal report on matters connected with the duties of the Clerk, RFO and staff.
- FUL/26/74 Finance**
- 9.1 Schedule of Payments – September 2026**  
To review and authorise the schedule of payments for September 2026, as examined, verified and certified by the Deputy RFO, in accordance with Financial Regulation 6.9. [Dual Signatory Report Sept26.pdf](#)
  - 9.2 Bank Reconciliation – 30 September 2026**  
To receive and note the bank reconciliation as at 30 September 2026, and for a member other than the Chair to verify and sign the reconciliation and bank statements in accordance with Financial Regulation 2.6. [All Bank Reconciliation as at 30.09.26.pdf](#)
  - 9.3 VAT Return for Quarter 2**  
To note the submitted VAT return for quarter 2.  
[VAT 100 July-Sept Report.pdf](#)
  - 9.4 Cllr Perkins Laptop**  
To agree to purchase a laptop for Cllr Perkins to the value of £670.00 nett from RT Tec in line with previously purchased Councillors laptops.
- FUL/26/75 Noticeboard Policy**  
To consider and resolve whether to adopt the draft Noticeboard Policy (attached), which sets out the priority given to official Parish Council and statutory notices, the criteria for displaying community, charitable and civic notices, and the exclusion of commercial advertising from Council noticeboards. [Draft Thaxted Parish Council Noticeboard Policy.pdf](#)

**FUL/26/76      Zero Carbon Communities Grant Fund**

To consider the Uttlesford District Council Zero Carbon Communities Grant Fund and resolve whether to authorise Cllr Perkins and Cllr Silver to identify a suitable project and prepare and submit a grant application on behalf of the Parish Council, subject to any financial commitment by the Council being brought back to Full Council for approval.

**FUL/26/77      Wayfinding Project**

To receive an update from Cllr Breen.

**FUL/26/78      Planning**

**New Applications**

**10.1    UTT/26/2376/HHF**

Removal of existing conservatory, construction of rear single storey extension. Including a new roof to garage and monopitch above the front porch.

**15 Guelphs Lane Thaxted**

**10.2    UTT/26/2356/HHF**

Proposed vehicular access and on plot parking.

**6 Bardfield End Villas Bardfield Road Thaxted**

**10.3    UTT/26/2518/LB & UTT/26/2517/HHF**

Erection of single-storey lean-to extension to provide ground-floor WC.

**17 Bolford Street Thaxted**

**10.4    UTT/26/2537/FUL**

Proposed demolition of existing dwelling and replacement self-build dwelling with associated garage, access, parking and landscape

**The Haven Fishmarket Street Thaxted**

**Decisions To Note**

**10.5    UTT/26/1540/HHF**

Construction of single storey flat roof rear extension and loft conversion including rear dormer.

**34 Weaverhead Close Thaxted – Approved**

**10.6    UTT/26/0510/FUL**

Conversion and extension of existing barn from a commercial recording studio to holiday accommodation with associated access and parking.

**Barn At Broadfans Barn Cherry Street Duton Hill - Refused**

**FUL/26/79      Date and Time of Next Meeting**

To note the date and time of the next meeting of the Full Council of November 19th.

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**PART II – Confidential Business**

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Items in Part II are to be considered in the absence of the press and public. The Council will be asked to pass the following resolution before proceeding to Part II business:

*“That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and in accordance with Standing Order 3(f), the public and press be excluded from the meeting for the following item(s) of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.”*

**FUL/26/80      Exclusion of Press and Public**

To resolve to exclude the press and public from the meeting in accordance with the resolution set out above.

**FUL/26/81      Payment for the Deputy Proper Officer**

To agree a payment for the Deputy Proper Officer. (Confidential: staffing and personnel matter – Public Bodies (Admission to Meetings) Act 1960, s.1(2).)

**FUL/26/82      Fixed Term Deposit Account**

Members to note the date of maturity of the Council’s fixed term deposit account and to resolve the re-investment of funds, in accordance with Financial Regulation 12.