



THAXTED PARISH COUNCIL

The Community Hall,
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Thaxted, Dunmow,
Essex, CM6 2QT.
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To: All Parish Councillors

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

Date: Thursday, 16th April 2026

Time: 7:30 PM

Venue: The Guildhall, 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>

Amanda Collins

Assistant Clerk

Dated: 9th April 2026

AGENDA

1. Apologies for Absence

To receive and accept apologies for absence.

2. Co-option of Councillor

To fill the vacancy arising from the resignation of Cllr Antoinette Watterbott. Three candidates have come forward for consideration: Nigel Carter, Harry Anderson and Ian Adams.

2a. To invite Nigel Carter to address the Council.

2b. To invite Harry Anderson to address the Council.

2c. To invite Ian Adams to address the Council.

All candidates (if in attendance) to be requested to withdraw from the meeting to allow the Council to deliberate in private.

2d. Candidates in attendance to be invited to return. To resolve by vote to co-opt a candidate as a Parish Councillor for Thaxted Parish Council, and for the successful candidate to sign their Declaration of Acceptance of Office.

3. 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.

4. Public Participation

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

5. Minutes of Previous Meetings

5a. To resolve that the minutes of the Full Council meeting held on 12th March 2026 are a true and accurate record and to authorise the Chair to sign them.

5b. To note the minutes of the Annual Parish Assembly held on 19th March 2026.

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. Essex Steel and Gates Ltd – Recovery of Outstanding Debt

To consider the Clerk/RFO's report on the legal matters relating to the recovery of the outstanding County Court Judgment against Essex Steel and Gates Ltd (£2,144.00 – Case No. 729MC264), and to agree the Council's next steps. Members are referred to the accompanying confidential briefing note.

9. Chair's Report

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

10. Chairman's Cup

To consider proposals and nominations for the Chairman's Cup.

11. Planning Matters

To consider and comment on the following planning applications:

New Applications

UTT/26/0769/FUL

Proposal: S73 application to vary condition 2 (approved plans) of UTT/25/0781/HHF (Proposed new front entrance porch, first floor dormer and loft conversion, fenestration and material changes. PV panels to front aspect with changes to chimney stack/flu and internal remodelling.)

Location: South View, Bardfield Road

UTT/26/0733/FUL

Proposal: Removal of asbestos roof and replacement with new steel powder coated roofing system.

Location: Park Street Garage Thaxted Ltd, Park Street

UTT/26/0408/FUL

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

Location: Land To The North Of Mayes Place, Thaxted

UTT/26/0661/HHF

Proposal: Construction of pool house and relocation of greenhouse and associated operational development

Location: Monk Street Farm, Monk Street

12. Guildhall

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

13. Guildhall – Lease and Management Update

To receive an update from the Chair of the Guildhall Committee on matters relating to the ongoing lease and management of the Guildhall.

14. Update on Local Plan

To receive an update on the Uttlesford Local Plan.

15. AI Powered Public Information Search Tool

To receive a written report from the Clerk, supported verbally by Cllr Silver.

16. Update on Devolution of Services

To receive an update on the meeting with UDC representatives regarding the devolution of services.

17. Nomination of Transport Representative

To nominate a councillor to serve as the Council's representative on the Parish Transport liaison.

18. Neighbourhood Plan

To receive a verbal report from Cllr Alex Young.

19. Parking Group Update

To receive a report from the Parking Working Group.

20. Green Waste Skip

To consider the reinstatement of the green waste skip for two hours monthly, with the first session on 19th April 2026. Note: due to the level of public support for this initiative, the Clerk has already begun the process of reinstatement.

21. Personnel Committee Update

To receive an update from the Chair of the Personnel Committee on the following matters:

21a. In acknowledgement of the recent change in law, to receive an update on how the Council will report sickness and absence.

21b. To receive an update that the payment of staff expenses for petrol and mileage shall be processed through salary payroll.

22. Microsoft 365 Licence Renewal

22a. To consider the renewal of Microsoft 365 licences for 15 users under the Council's existing nonprofit pricing, and to consider whether to upgrade from Business Standard to Business Premium. Current renewal costs: Business Basic – nil; Business Standard – £2.52 + VAT per user/month (£453.60 + VAT per year for 15 users). Suggested upgrade: Business Premium – £4.44 + VAT per user/month (£799.20 + VAT per year for 15 users). Additional annual cost of upgrade: £345.60 + VAT. The Premium plan includes enhanced security features including phishing and malware protection.

22b. To consider the creation of a dedicated RFO email address (RFO@thaxted-pc.gov.uk) to support clearer separation of financial and administrative correspondence, in recognition of the Council's growth. The minimum additional cost would be one Microsoft 365 Business Basic licence at £0.00 + VAT per month under the Council's existing nonprofit pricing, rising to £2.52 + VAT per month (£30.24 + VAT per year) should a Business Standard licence be required.

23. Finance

23a. To receive the schedule of payments for authorisation.

23b. To receive the bank reconciliation reports for notation.

23c. To receive and note the Debtors Report.

23d. To receive the Capital Project Expense Report for the Community Hall.

24. Date of Next Meeting

To note the date of the next Full Council meeting: Thursday, 21st May 2026 – Annual Council Meeting, The Guildhall, Thaxted.

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

The following item is exempt from public access pursuant to Section 100A(4) of the Local Government Act 1972 and Schedule 12A, Part I, Paragraph 3 (information relating to the financial or business affairs of any particular person, including the authority holding that information).

25. Exclusion of Press and Public

To resolve that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A, Part I, Paragraph 3 of the Act (information relating to the financial or business affairs of any particular person, including the authority holding that information).

26. Walnut Tree Meadow – Potential Land Purchase

To receive the Clerk's confidential report on the current position regarding the potential acquisition of Walnut Tree Meadow; and once received, to consider the Council's actions in relation to any further offer to the landowner.

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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.