



# THAXTED PARISH COUNCIL

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## MINUTES OF THE COUNCIL MEETING OF THAXTED PARISH COUNCIL HELD ON THURSDAY 4<sup>th</sup> May 2021 at 8 pm VIA Zoom

In accordance with the Coronavirus Act 2020, c. 7, Part 1, Local authority meetings, Section 78 – Members are permitted to be present and attend a meeting without being present in the Council Chamber or together in the same place - extract from this Act reads: “The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”

**Present:** Councillors: T Frostick (Chairman), A Frater (Vice Chairman) V Knight, J Spencer, A Howells, R Williams, R Barrington, A Wattebot, D Morgan,

Also Present: Dena Ludford (Clerk & RFO)

Richard Haynes & Peter Neal from the Local Plan committee

4 members of the Public

### **21/22.794 ELECTION OF CHAIRMAN**

Cllr Alision Howells nominated Cllr Terry Frostick, seconded by Cllr Jon Spencer

**RESOLVED** to Elect Cllr Terry Frostick as Chairman of Thaxted Parish Council

### **21/22.795 TO RECEIVE THE CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE RECEIVED AND SIGNED**

### **21/22.796 ELECTION OF VICE-CHAIRMAN**

Cllr Frostick wishes to nominate Cllr A Frater as vice chair, seconded by Cllr Jenna Perkins

**RESOLVED** to Elect Cllr Andrew Frater as Vice Chairman of Thaxted Parish Council

### **21/22.797 VACCANCY**

a) To Note the Councils currently has one casual vacancies

### **21/22.798 APOLOGIES FOR ABSENCE**

Cllr V Knight

District Cllr Martin Foley

### **21/22.799 DECLARATION OF INTERESTS**

None Received

### **21/22.800 PUBLIC REPRESENTATIONS**

Nothing to add by the public participant at this stage

### **21/22.801 TO REVIEW AND AGREE ALL COMMITTEE TITLES INCLUDING MEMBERSHIP NUMBERS AND TO APPOINT COUNCILLORS TO THE COUNCIL’S COMMITTEES**

The following Council Committee titles were **RESOLVED** with appointees and updated terms of reference:

a) **Assets & Services**

**Chairman:** Cllr Howells

**Vice Chairman:** Cllr Williams.

**Members:** Cllr's Perkins, Frater and Spencer

b) **Finance & Establishment –**

**Chairman:** Cllr Frater

**Vice Chairman:** Cllr Frostick

**Members** Cllr's Williams, Barrington, Howells and Perkins

c) **Guildhall Management Committee**

**Chair & vice Chair of the council**

d) **Thaxted Local Plan Committee**

**Chairman :** Richard Haynes

**Vice Chairman** Cllr Frater

e) **Planning Committee**

**Chairman:** Cllr Spencer

**Vice Chairman:** Cllr Knight

**Members:** all Parish Councillors plus Richard Haynes & Peter Neal in an advisory capacity

**21/22.802 APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN TO THE COUNCIL'S COMMITTEES**

**RESOLVED** as detailed above under item 21/22/801 in the committee structure & membership

**21/22.803 RESOLVED to AGREE TO APPOINT the following COUNCILLORS TO THE COUNCIL'S STANDING WORKING GROUPS**

a. **Thaxted Local Plan (3)**

**Chairman:** Richard Haynes

**Vice Chairman:** Cllr Frater

**Members:** Cllr Perkins and Barrington

b. **Prevention of Crime (3)**

**Chairman:** Cllr Barrington

**Vice Chairman:** Cllr Frater

**Members:** Cllr Knight

c. **Clarance House Gardens**

**Chairman :** Nick Elcombe

**Vice Chairman:** Cllr Howells

**Members:** Cllr Frater, Williams and Frostick

**21/22.804 RESOLVED to APPOINT the following COUNCIL REPRESENTATIVES TO THE FOLLOWING COMMITTEES OR ORGANISATIONS**

a. **Bolford Street Hall Management Committee**

Cllr Williams and Frater

b. **Windmill Trust Management Committee**

Cllr Knight

c. **Maynards Charity**

Chairman and Vice Chairman of the Council

d. **Thaxted Twinning Association**

Cllr Barrington

- e. **Parish Transport representative**  
Cllr Watterbott
- f. **The Thaxted Society**  
Cllr Frater
- g. **Patients Participation Group – Thaxted Surgery**  
Cllr Spencer

**21/22.805      REPORTS FROM DISTRICT COUNCILLORS ON MATTERS RELATING TO THE PARISH OF THAXTED**

Cllr Taylor speaks on the current situation with regard to the Day centres, Thaxted Day Centre is very much used and if anyone has any views on how day centres are to develop, please do let me know, this may well include other community buildings may be used and coordinated for the good of our residents.

The Chairman asks for our Deputy Clerk to be the lead on all matters relating to the day centre and if any councillors have anything to add to coordinate this through Mike.

**21/22.806      REPORTS FROM COUNTY COUNCILLORS ON MATTERS RELATING TO THE PARISH OF THAXTED**

(See report attached)

**21/22.807      MINUTES**

**RESOLVED** To **APPROVE** and sign as a correct record the minutes of the Council meeting held on 8<sup>th</sup> April 2021

**RESOLVED** To **APPROVE** and sign as a correct record the minutes of the Planning meeting held on 22<sup>nd</sup> April 2021

**21/22.808      APPOINTMENT OF INTERNAL AUDITOR**

**RESOLVED** To **APPROVE** and **AGREE** the re-appointment of Mrs Vicky Waples as Internal Auditor for the 2021-2022 financial year as an independent auditor.

**21/22.809      PLANNING**

**1)      UTT/21/0322/FUL**

**PROPOSAL:** Conversion of existing agricultural barn to 3 no. dwelling houses and construction of new driveway.

**LOCATION:** Causeway End Farm Thaxted Road

**RESOLVED** to make **NO COMMENT**

**21/22.810      INSURANCE POLICY REVIEW & RENEWAL**

The Council reviewed the current insurance policy so that it remains adequate and **RESOLVED** to **APPROVE** the 2nd year of the pre-agreed 3-year term at a cost of £TBA, (the three year term expires in May 2023)

**21/22.811      CCTV**

Cllr Ralph Barrington from the Crime Prevention working Group wishes to seek approval to peruse the use of CCTV within the Town. The Council are happy to support this initiative under the prevention of crime working group.

**21/22.812      COMMUNITY YOUTH FACILITIES**

- a. Cllr Ray Williams wishes would consider if the usage of the Pavilion could also be extended to other youth groups within Thaxted. The Council **RESOLVED** to support this initiative.
- b. To Consider this councils involvement in the 'Youth initiative for a summer spectacular' as detailed by Cllr Colin Day from Uttlesford District Council. The Council **SUPPORT** this initiative and the use of the facilities providing the Rangers can accommodate this.

**21/22.813      THE DIVERSION OF HIGHWAY (EAST) (NO. ) ORDER 202**

To **CONSIDER** the councils response to this order:

*Copies of the draft Order and relevant plan may be obtained, free of charge, in the 28 days commencing on 06 May 2021 by emailing [nationalcasework@dft.gov.uk](mailto:nationalcasework@dft.gov.uk) (quoting ATTRAN/E/S247/4642.) Any person may object to the making of the proposed order by stating their reasons in writing to the Secretary of State at [nationalcasework@dft.gov.uk](mailto:nationalcasework@dft.gov.uk) or National Transport Casework Team, Tyneside House, Skinnerburn Road, Newcastle upon Tyne NE4 7AR, quoting the above reference. Objections should be received by midnight on 03 June 2021.*

**RESOLVED** to make **NO COMMENT**

**21/22.814 FINANCE**

**a) EMR's**

To **NOTE** the revised EMR's pre **YEAR END** accounts close down (2020/21)  
(See attached report)

**b) FUTURE RECOMMENDATIONS BY THE RFO FOR COUNCIL CONSIDERATION AND RESOLUTION**

It is **RESOLVED** During Year end close down to **APPROVE** the **RFO** move underspends in to EMR's as appropriate in accordance with their codes. e.g. 101 = establishment, so any EMR set up to facilitate future establishment work could be used.

**c) TO REVIEW ON LINE PAYMENT FOR APPROVAL**

Resolved to **SIGN** and **APPROVE** the on line payments as detailed

**d) PRECEPT**

To **NOTE** the first half of the Precept has been received with thanks.

**21/22.815 COUNCIL MEMBERSHIP**

To **ADVISE** the renewal of the following memberships

EALC affiliation fees 21/22 **£475.31**

NALC affiliation fees 21/22 **£193.74**

**21/22.816 DATE OF THE NEXT MEETING**

(Subject to change in line with Covid-19 restrictions, please see website for up to date information, including dates times and venues) The date of the next Council Meeting will be on Thursday **3<sup>rd</sup> June 2021** VENUE TBA at 8pm.