



THAXTED PARISH COUNCIL

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FULL COUNCIL MEETING MINUTES

Date: Thursday, 11th December 2025

Time: 7:30 PM

Venue: The Community Hall, Newbiggen Street, Thaxted

MEMBERS PRESENT

- Cllr Victoria Knight (Vice-Chair, chairing the meeting)
- Cllr Terry Frostick
- Cllr Ray Williams
- Cllr Jenna Perkins
- Cllr Robert Silver
- Cllr Alex Young
- Cllr Nicky Tisseyre
- Cllr Tom Breen
- Cllr Theresa Egan
- Cllr Antoinette Wattebot

ALSO PRESENT

- Dena Oxley (Clerk & RFO)
- 5 members of the public
- County & District Councillor Martin Foley (apologies received)

Before commencing with the agenda, the Parish Council extended its condolences for the recent passing of Joan, who was a stalwart of the community.

1. APOLOGIES FOR ABSENCE

RESOLVED to receive and accept apologies from Cllr Andrew Frater (Council Chairman).

Apologies were also received from District Cllr Richard Haynes and County & District Cllr Martin Foley.

2. DECLARATION OF INTERESTS

No disclosable pecuniary interests or other interests were declared relating to items on the agenda.

3. PUBLIC PARTICIPATION

Five members of the public were in attendance.

Re: Planning Application UTT/25/2971/FUL (The Brew House, Fuchsia Row)

Speaker 1: Raised concerns regarding the application at Fishmarket Street. The access is narrow with no spaces for bin collection. A bin lorry is unable to access the site. The idea of using Fishmarket Street as an access seems unreasonable. Heavy materials will damage the delicate road surface. No information has been provided as to where the excavated soil will be placed. A contractor has not been appointed, which should be required given the sensitivity of the area. The impact on heritage assets remains uncertain. The ridge height is currently 6.5 metres, and consideration of reducing this could be explored.

Speaker 2: Spoke on the same matter, noting that pre-application advice was sought and the advice was very positive. This application would not be before the Council were it not for this advice. Issues such as access and bins existed when the original building was constructed at Dove House Yard. The speaker is strongly motivated by the pre-application advice being considered.

Speaker 3: A resident of Fishmarket Street expressed concern that their quiet residential living would be interrupted. The development overlooks another property which is shown on the plans. Traffic is a considerable issue. The speaker is concerned for the children of the street where children and parents walk.

Speaker 2 (second contribution): Spoke again in reference to the final speaker, fully understanding their position. The speaker also lives on Fishmarket Street and hopes to be able to mitigate the concerns raised.

Speaker 4: Also a resident of Fishmarket Street, wishes to see mitigation for vehicle movements and the size of vehicles.

The Chair (Cllr Victoria Knight) brought Item 14 (Planning Applications) forward with the agreement of the Council.

14. PLANNING APPLICATIONS

a) UTT/25/3114/FUL

Proposal: Change of use from (pre 2020 use classes) F1 (Ground Floor) learning institution and A1 (First Floor) residential training centre to Class E "Commercial Business & Service" use

Location: 11 Town Street, Thaxted

The application is in support of Neighbourhood Plan Policies HC1/3 & 4. The applicant has presumed that they may seek parking at Park Street car park; however, this is not their parking and needs to be addressed. They should be able to source their own parking provision to minimise demand on the town's car park.

RESOLVED to support the application with the aforementioned comments regarding parking provision.

b) UTT/25/2971/FUL (deferred from Planning meeting 27th November 2025)

Proposal: Erection of 1 no. self build dwelling with associated landscaping, parking and access

Location: The Brew House, Fuchsia Row

After careful consideration, following the comments received from the agent's response and public speakers, the Council considered that a detailed construction management plan should be made available to address residents' concerns regarding access, vehicle movements, bin collection, excavation, heritage impacts, and construction methodology.

RESOLVED to support the application subject to assurance that a detailed construction management plan will be presented which will take full account of the concerns of residents.

c) UTT/25/3062/DOC

Proposal: Application to discharge condition 16 (Construction Management Plan) attached to UTT/21/1836/OP

Location: Land to the East of Wedow Road, Thaxted, Essex

RESOLVED to comment for reassurance that the access through the site during the construction period will be solely through what will become the permanent access through Elers Way, as per the planning condition.

4. DISTRICT AND COUNTY COUNCILLOR REPORTS

The Council received reports from District and County Councillors. [link to Cllr Foley Report.pdf](#)
[link to District Councillor's report - December 2025.pdf](#)

5. APPROVAL OF MINUTES

- a) **RESOLVED** to approve the minutes of the Full Council meeting held on 6th November 2025.
- b) The Council noted the minutes of the Personnel Committee meeting held on 20th November 2025.
- c) The Council noted the minutes of the Finance Committee meeting held on 20th November 2025.
- d) The Council noted the minutes of the Planning Committee meeting held on 27th November 2025.

6. ESSEX TRAVEL PRESENTATION AND BUS SURVEY

Cllr Wattebot spoke in relation to the presentation regarding the bus survey. [link to the Essex Bus Survey 2025.pdf](#) Reliability and regularity were discussed. Cllr Wattebot asked the Council to consider whether residents would use buses more, noting that poor connections will deter further future development.

Cllr Wattebot attended a meeting in Chelmsford approximately one month ago and spoke to the person responsible for electronic bus timetables. The Clerk commented that this would need to be considered as a separate agenda item in the future. [link to the Transport Meeting Notes November 2025.pdf](#)

Cllr Wattebot wishes to seek information on collisions involving HGVs with houses or people in the past 5 years. The Council does not hold that information. The Clerk suggested that a Freedom of Information (FOI) request be considered to the police and transport authorities.

NOTED: Electronic bus timetables and HGV collision data to be considered as future agenda items once information has been gathered.

7. DEVOLUTION - THE STORY SO FAR [link to Devolution and Local Government Reorganisation.pdf](#)

Cllr Frostick provided an update on devolution matters. Essex elections have been postponed. Uttlesford District Council (UDC) has proposed three options.

The three-scheme option would create unitary authorities with a population of 600,000 each. The five-scheme option would create unitary authorities with a population of 300,000 each. UDC has the lowest debt of the councils involved.

Cllr Frostick asked whether the Council supports UDC's five-council option or Essex County Council's option to have three unitary authorities. District Councillors are supporting the five-council option.

RESOLVED to support the District Council on the decision connected with the 5-council devolution plan. The Clerk shall respond in draft to the survey in collaboration with Cllr Frostick, to return to Full Council in January.

8. J9 - UPDATE

NOTED: J9 update booked in for 12th January 2026.

9. UTTLESFORD BUSINESS AWARD NOMINATION

Cllr Frater proposed to nominate the Maypole for the Uttlesford Business Award.

RESOLVED to support the nomination of the Maypole for the Uttlesford Business Award.

10. BUDGET 2026/27 [link to Draft Budget.pdf](#)

a) The Council received and noted the budget approved by the Finance Committee on 20th November 2025.

b) The Council considered the final budget for 2026/27 to be set at £159,076.

RESOLVED to approve the final budget for 2026/27 to be set at £159,076. Proposed by Cllr Williams, seconded by Cllr Frostick. Unanimous.

11. PRECEPT 2026/27

The Council considered the council tax requirement for 2026/27 by setting a budget and setting a precept of £159,076.00 (Band D property £110.19, an increase of £4.24 which equates to 4% on last year) to be issued to Uttlesford District Council (the billing authority), in accordance with Section 41 of the Local Government Finance Act 1992.

RESOLVED to approve the Council's council tax requirement for 2026/27 and to set a precept of £159,076.00 to be issued to Uttlesford District Council.

12. POLICY REVIEWS

RESOLVED to adopt all policies on block from the Finance Committee item FC/25/11 Policy Reviews L - Z.

13. FINANCE MATTERS

a) **NOTED:** The schedule of payments and receipts. . [link to the Dual signature report November 2025.pdf](#)

b) **NOTED:** The bank reconciliation. [link to bank Reconcile Nov.pdf](#)

c) **RESOLVED** to approve the provision of a pre-loaded Post Office card for the Assistant Clerk to facilitate payment of expenses and purchases relating to their role and Council business. The card currently holds £35; to increase this to £100.

d) The Council considered a payment of £150 for the Christmas Tree committee, in addition to the £100 resolved at the Full Council meeting held on 12th June 2025.

RESOLVED to suspend Financial Regulation 5.15 whereby grant applications should be considered by the appropriate committee in accordance with council policy. The RFO cautioned the Council in relation to the decision-making process

RESOLVED to approve the payment of £150 for the Christmas Tree committee.

15. CLERK'S REPORT [Clerks Report December 2025.pdf](#)

NOTED: The Clerk's report was read and received.

16. GUILDHALL CUSTODIAN REPORT [custodians report November 2025.pdf](#)

NOTED: The Guildhall Custodian report was read and received.

17. ITEMS FOR FUTURE CONSIDERATION

The following items were noted for consideration at future meetings:

- Working groups
- Car park
- Remote meeting policy

18. DATE AND TIME OF NEXT MEETING

The next Full Council meeting will be held on Thursday, 15th January 2026 at 7:30 PM.

Meeting closed at: 20:40

Signed: _____ Date: _____

CLLr Victoria Knight, Vice-Chair of Thaxted Parish Council