



THAXTED PARISH COUNCIL

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MINUTES OF THE ANNUAL COUNCIL MEETING

Held at The Guildhall, Thaxted
on Thursday 21st May 2026 at 7:30pm

Present: Cllr Andrew Frater (outgoing Chairman, presiding until item 1.1), Cllr Victoria Knight (Chairman, elected at item 1.1), Cllr Terry Frostick (Vice Chairman, elected at item 1.2), Cllr Theresa Egan, Cllr Jenna Perkins, Cllr Antoinette Wattebot, Cllr Alex Young, Cllr Nicky Tisseyre, Cllr Tom Breen, Cllr Robert Silver and Cllr Ian Adams (newly elected).

In attendance: Dena Oxley, Clerk & RFO; Cllr Bo Davis, Essex County Councillor (arrived 8:17pm); Cllr Martin L Foley, District Councillor (arrived 8:28pm); two members of the public.

Apologies for absence: Cllr Ray Williams.

Opening remarks by the outgoing Chairman

Cllr Andrew Frater, as outgoing Chairman, presided over the meeting until the election of the new Chairman under item 1.1. He reflected that four years ago he had set out to lead a Council that was better at communication, more inclusive and kinder. He expressed pride in having served as Chairman and noted that, in his view, the Council had improved its listening and engagement, become more inclusive with a wider set of Councillors involved, and become a kinder body, having signed up to the Civility and Respect Charter. He thanked all Councillors, in particular the Vice Chairman Cllr Victoria Knight, and past Councillors including Alison Howells. He further extended his thanks to the Clerk, Dena Oxley, whom he described as his right hand throughout his term, having steered the Council through many events.

FULL/26/1 Election of Chairman and Vice Chairman

FULL/26/1.1 Election of Chairman

The outgoing Chairman invited nominations for the position of Chairman of Thaxted Parish Council for the ensuing year. Cllr Victoria Knight was nominated by Cllr Alex Young and seconded by Cllr Terry Frostick. There being no further nominations, a vote was taken.

RESOLVED: That Cllr Victoria Knight be elected as Chairman of Thaxted Parish Council for the ensuing year. Carried unanimously.

FULL/26/1.2 Election of Vice Chairman

The newly elected Chairman, Cllr Victoria Knight, invited nominations for the position of Vice Chairman. Cllr Knight nominated Cllr Terry Frostick, seconded by Cllr Theresa Egan. There being no further nominations, a vote was taken.

RESOLVED: That Cllr Terry Frostick be elected as Vice Chairman of Thaxted Parish Council for the ensuing year. Carried unanimously.

FULL/26/1.3 Acceptance of Office

The newly elected Chairman, Cllr Victoria Knight, signed the Acceptance of Office form, witnessed by the Clerk.

Cllr Knight addressed the meeting, reminding all present that ordinary elections would be held in March 2027. She thanked the Council for her appointment, indicated her intention that the Council should continue with the status quo for the period ahead, and acknowledged that there remained much work to be done over the coming year.

FULL/26/2 Adoption of Standing Orders, Financial Regulations and General Power of Competence

The Council considered the adoption of the NALC Model Standing Orders and Financial Regulations for 2026–27, and the retention of the General Power of Competence (GPC).

Cllr Terry Frostick proposed that the Financial Regulations be modernised by amending the procurement thresholds, seconded by Cllr Andrew Frater. The proposed amendments were as follows:

- Regulation 5.8 – to require the Clerk to seek at least three fixed-price quotes for contracts greater than £5,000 excluding VAT (previously £3,000).
- Regulation 5.9 – to require the Clerk to obtain three estimates for contracts where the value is between £3,000 and £5,000 excluding VAT (previously £1,000 to £3,000).
- Regulation 5.10 – to apply to purchases below £3,000, for which the Clerk shall seek to achieve value for money.
- Regulation 5.15 – to update the delegated authority threshold to £5,000 [Clerk's note: exact wording of this amendment to be confirmed with Cllr Frostick – see Clerk's Review section].

RESOLVED: (i) That the NALC Model Standing Orders for 2026–27 be adopted; (ii) That the Financial Regulations for 2026–27 be adopted, subject to the amendments to regulations 5.8, 5.9, 5.10 and 5.15 as proposed by Cllr Frostick and seconded by Cllr Frater; and (iii) That the General Power of Competence be retained. Carried unanimously.

FULL/26/3 Apologies for Absence

RESOLVED: That the apologies for absence received from Cllr Ray Williams be accepted and approved.

FULL/26/4 Declarations of Interest

No declarations of disclosable pecuniary interests or other registrable or non-registrable interests were received in respect of items on the agenda.

FULL/26/5 Public Representations

The Chairman opened the public representations period in accordance with Standing Order 3(e). No members of the public present chose to make representations.

FULL/26/6 Chairman's Cup – Award and Presentation

The outgoing Chairman, Cllr Andrew Frater, formally presented the Chairman's Cup to Tyler in recognition of his contribution, as previously awarded by the Council at its meeting of 16 April 2026 (FULL/26/10). Thanks and recognition for the recipient's contribution were expressed by all Councillors present.

FULL/26/7 Committee Memberships 2026–27

The Council considered nominations for committee Chairs, Vice Chairs and membership for 2026–27. It was noted that, going forward, the Assets Committee and Open Spaces Committee would be merged into a single Assets and Open Spaces Committee.

Assets and Open Spaces Committee (newly merged committee of seven)

Chair: Cllr Robert Silver (proposed by Cllr Knight, seconded by Cllr Young).

Vice Chair: Cllr Jenna Perkins (nominated by Cllr Frostick, seconded by Cllr Silver).

Membership: Cllr Silver (Chair), Cllr Perkins (Vice Chair), Cllr Frostick, Cllr Breen, Cllr Knight, Cllr Adams and Cllr Egan.

Finance Committee

Chair: Cllr Andrew Frater (proposed by Cllr Frostick, seconded by Cllr Knight).

Vice Chair: Cllr Ray Williams (nominated by Cllr Knight, seconded by Cllr Frostick).

Membership: Cllr Frater (Chair), Cllr Williams (Vice Chair), Cllr Frostick, Cllr Tisseyre and Cllr Silver.

Planning Committee

Chair: Cllr Alex Young (proposed by Cllr Knight, seconded by Cllr Frostick).

Vice Chair: A vote was required, two nominations having been received – Cllr Tom Breen (nominated by Cllr Frostick) and Cllr Ian Adams (nominated by Cllr Frater). On a show of hands, six votes were recorded in favour of Cllr Breen and one vote in favour of Cllr Adams. Cllr Tom Breen was therefore elected as Vice Chair.

Membership: Open to all members of the Council who may be available to attend. The Council's usual quorum requirements shall apply to this Committee.

Personnel Committee

Chair: Cllr Jenna Perkins (proposed by Cllr Frostick, seconded by Cllr Silver).

Vice Chair: Cllr Ian Adams (nominated by Cllr Frostick, seconded by Cllr Silver).

Membership: Cllr Perkins (Chair), Cllr Adams (Vice Chair), Cllr Robert Silver (Chair, Assets and Open Spaces Committee), Cllr Andrew Frater (Chair, Finance Committee), Cllr Alex Young (Chair, Planning Committee) and Cllr Terry Frostick (Chair, Guildhall Committee).

Guildhall Committee

Chair: Cllr Terry Frostick (proposed by Cllr Knight, seconded by Cllr Silver).

Vice Chair: Cllr Theresa Egan (nominated by Cllr Frostick, seconded by Cllr Silver).

Membership: Cllr Frostick (Chair), Cllr Egan (Vice Chair), Cllr Breen, Cllr Young and Cllr Frater. Cllr Bo Davis (Essex County Councillor) was subsequently added to the Committee at item 13 (see FULL/26/13).

RESOLVED: That the committee Chairs, Vice Chairs and memberships for 2026–27 be approved as set out above; and that the Assets Committee and Open Spaces Committee be merged into a single Assets and Open Spaces Committee. Carried unanimously.

FULL/26/8 Representatives to External Associations and Organisations 2026–27

The Council considered nominations of representatives to external associations and organisations for 2026–27, and approved the following:

Bolford Street Hall: Cllr Andrew Frater.

Windmill Trust: Cllr Victoria Knight.

Thaxted Twinning: Cllr Alex Young.

The Thaxted Society: Cllr Ian Adams.

Community Land Trust (CLT): Cllr Robert Silver.

Maynards Charity: Cllr Victoria Knight and Cllr Nicky Tisseyre.

RESOLVED: That the representatives to external associations and organisations for 2026–27 be approved as set out above. Carried unanimously.

FULL/26/9 Guildhall Committee – Request for Uttlesford District Council Nomination

The Council considered whether to invite Uttlesford District Council to nominate a representative to serve on the Guildhall Committee.

RESOLVED: That the Council shall not have an Uttlesford District Council representative on the Guildhall Committee going forward. Carried unanimously.

FULL/26/10 Working Groups

The Council reviewed and approved the Council's working groups for 2026–27. It was noted that working groups shall run no longer than necessary and shall be automatically dissolved after six months should no meeting have taken place.

Neighbourhood Plan Steering Group

Membership: Cllr Alex Young, Cllr Victoria Knight, Cllr Tom Breen, Cllr Andrew Frater, Cllr Nicky Tisseyre, Mr Michael Culkin, Mrs Megan Breen (Vice Chair) and Cllr Richard Haynes (District Councillor).

Car Parking Working Group

Membership: Cllr Theresa Egan, Cllr Alex Young, Cllr Jenna Perkins and Cllr Robert Silver.

Playground Working Group (newly established)

Cllr Terry Frostick proposed the establishment of a new Playground Working Group, with inclusion to be considered within its remit. Seconded by Cllr Victoria Knight.

Chair: Cllr Jenna Perkins (proposed by Cllr Frostick, seconded by Cllr Knight).

Vice Chair: Cllr Nicky Tisseyre (nominated by Cllr Frostick, seconded by Cllr Silver).

Membership: Cllr Perkins (Chair), Cllr Tisseyre (Vice Chair), Cllr Breen, Cllr Knight and Cllr Silver.

RESOLVED: (i) That the Neighbourhood Plan Steering Group and the Car Parking Working Group continue with the membership set out above; and (ii) That a new Playground Working Group be established with the membership and terms set out above, with inclusion to be considered within its remit. Carried unanimously.

FULL/26/11 Meeting Dates 2026–27

The Council noted the proposed days and times of Full Council and committee meetings for 2026–27 up to and including the date of the next Annual Council Meeting.

Cllr Tom Breen proposed that the Council's winter Full Council meetings be returned to the Guildhall as the meeting venue, seconded by Cllr Terry Frostick. Cllr Andrew Frater spoke against the proposal, noting the need to consider accessibility and that the Community Hall had been used precisely for that reason; his view was supported by Cllr Ian Adams. On a show of hands, seven Councillors voted in favour of Cllr Breen's proposal and three voted against. The motion was therefore carried.

RESOLVED: (i) That the schedule of meeting dates and times for 2026–27 be approved; and (ii) That the Council's winter Full Council meetings be held at the Guildhall. Carried by seven votes to three.

[Clerk's note: Whilst every effort shall be made to accommodate the venue change, given that this is the third occasion on which this matter has been brought to the Council in readiness for such a resolution, it may be that the venues already have existing bookings. The Clerk shall confirm the position in due course.]

FULL/26/12 Minutes

FULL/26/12.1 Full Council Meeting – 16 April 2026 [link to the Full Council Minutes 16_04_26 FINAL.pdf](#)

RESOLVED: That the minutes of the Full Council meeting held on 16 April 2026 be approved as a true and accurate record of the meeting.

FULL/26/12.2 Assets and Open Spaces Committee – 7 May 2026 [link to DRAFT Open Spaces & Assets minutes.pdf](#)

NOTED: That the minutes of the Assets and Open Spaces Committee meeting held on 7 May 2026 were received and noted.

FULL/26/12.3 Planning Committee – 7 May 2026 [link to the Draft Minutes Planning 7.5.26.pdf](#)

NOTED: That the minutes of the Planning Committee meeting held on 7 May 2026 were received and noted.

[Clerk's note: the agenda labelled the sub-items under this item as 11.1, 11.2 and 11.3. These have been corrected to 12.1, 12.2 and 12.3 in these minutes for accuracy.]

FULL/26/13 Reports from District and County Councillors

Cllr Bo Davies, Essex County Councillor, arrived at the meeting at 8:17pm during this item. The Chairman welcomed him and apologised for taking him out of agenda order so that he could deliver his report.

Cllr Bo Davies – Essex County Councillor

Cllr Davies thanked the Council for receiving him despite his late arrival. He introduced himself as a Thaxted resident who had raised three children in the village and had been an active member of the community in a number of capacities, including the Scouts and the school PTA. He reported that fifty-three new Essex County Councillors had recently been elected and that there was much for them to learn; new Councillors would be officially voted in the following Thursday. He noted that he had been appointed to Cabinet with responsibility for Finance, and reported that two early actions taken by the leadership were the reversal of the £1.50 fee for reserving library books. He paid tribute to Cllr Martin L Foley for his long-standing representation of Thaxted, describing him as an outstanding person, and stated that he hoped to bring a different expertise to the role and to work alongside Cllr Foley in the months and years ahead. He invited questions and indicated that members' enquiries are typically responded to within four to five days.

Cllr Terry Frostick introduced himself and took the opportunity to highlight the Chalky Meadow project, indicating that the Council would follow up with Cllr Davies in approximately 100 days' time. Cllr Davies responded that the Council should feel free to write to him now rather than wait, and confirmed his willingness to engage in advance of that period.

Following Cllr Davies's report, the Council considered his appointment to the Guildhall Committee. Cllr Davies confirmed that he would commit to attending at least once per quarter.

RESOLVED: That Cllr Bo Davies, Essex County Councillor, be appointed as a member of the Guildhall Committee.

Cllr Martin L Foley – District Councillor

Cllr Foley arrived at the meeting at 8:28pm. A written report had been circulated by Cllr Foley shortly before the meeting and had not been included in the pre-pack. The report addressed the current position on Local Government Reform (LGR), the key points of which are summarised below for the record:

- Some councils, particularly those with new or emerging leaderships, are reconsidering their positions on Local Government Reform.
- Harlow Council is withdrawing all involvement in the LGR process until a legal "duty to cooperate" (via a Structural Change Order expected later this year) compels their return.
- Essex County Council has announced a legal challenge to LGR but will continue to engage in the work. Further statements from other councils may follow.

- There are no immediate changes to current LGR working, structures or processes; existing partnership and transition planning will continue, and Uttlesford District Council remains committed to progressing the work at pace to secure a stable future for local services for residents and businesses.
- The initial assessment is that the likelihood of LGR collapsing is very low, but the impact, were it to occur, would be very high; this risk is therefore being factored into planning to ensure preparedness for all scenarios.
- Cllr Foley closed by thanking Council members and officers for their continued hard work and dedication in maintaining excellent local services during this period of change.

Cllr Foley provided the following links for further reference: <https://www.harlow.gov.uk/news/leader-vows-block-harlow-council-being-abolished> and <https://www.essex.gov.uk/news/2026/essex-county-council-announces-legal-challenge-plans-local-government-reorganisation>. He indicated that he would keep the Council informed as further clarity emerged.

Questions to Cllr Foley

Cllr Terry Frostick asked Cllr Foley about the removal of the barriers around Vicarage Mead. Cllr Foley responded that the barriers are scheduled for removal but that this is not currently a priority; he confirmed that he had asked for the matter to be brought up.

NOTED: That the reports from the District and County Councillors were received and noted.

FULL/26/14 Chairman's Report

The Chairman, Cllr Victoria Knight, reported that there were no matters to bring to the Council under this item.

FULL/26/15 Guildhall Custodian's Report [link to the custodians report April 2026.pdf](#)

The Council received the Custodian's Report on matters connected to the Guildhall and Town.

NOTED: That the Guildhall Custodian's Report was received and noted.

FULL/26/16 Guildhall – Revised Licence between Essex County Council and Thaxted Parish Council

[link to the Thaxted PC Guildhall SLA 2026 FINAL \(with proposed amendments\).pdf](#)

The Council considered the revised licence drafted by Essex County Council in collaboration with the Clerk and Cllr Terry Frostick. The Chair of the Guildhall Committee and the Clerk reported that the heads of terms had been received and were acceptable subject to a two-word amendment. Cllr Victoria Knight further suggested that a photographic schedule of condition be included as part of the schedule.

RESOLVED: That the revised licence between Essex County Council and Thaxted Parish Council be approved subject to (i) the two-word amendment as discussed; and (ii) the inclusion of a photographic schedule of condition; and that execution of the licence be authorised accordingly. Carried unanimously.

FULL/26/17 TPC Insurance 2026–27 including Cyber Liability Cover [link to Insurance documentation](#)

The Council reviewed its insurance arrangements for 2026–27, including public liability, employers' liability and fidelity guarantee cover, and considered the cyber liability element of the quotation.

Cllr Terry Frostick highlighted for the record that the Council's insurance cover does not extend to political groups.

RESOLVED: That the Council's insurance be renewed for 2026–27, excluding the cyber liability element of the quotation.

FULL/26/18 Community Hall – Art Project [Link to agenda request details for the Community Hall Art.pdf](#)

Cllr Theresa Egan reported on a proposed art project for the Community Hall. If approved, six pictures could be installed within two weeks. The artist's telephone number and email address would be displayed alongside the works, and the artist would insure all items in the Council's care. The pictures would be in situ for an initial period of twelve months.

RESOLVED: That the Community Hall Art Project be approved as described, comprising six pictures to be displayed for an initial period of twelve months, with the artist's contact details on display and the artist providing insurance cover for the works whilst in the Council's care.

FULL/26/19 Health and Safety and HR [link to the Health & Safety documents for review](#)

FULL/26/19.1 Health and Safety – Inspection Report

The Council received the report following the Health and Safety inspection and noted the additional measures identified as requiring implementation, including the recommendation for a full asbestos survey. The Council confirmed that its existing asbestos report is adequate for the purposes of the Parish Council. The Council was reminded that, as a corporate body, it carries overall legal responsibility for the health and safety of all persons within areas of the Parish Council's responsibility.

RESOLVED: (i) That the H&S inspection report be received and the additional measures noted; and (ii) That the existing asbestos report being considered adequate, the recommendation for a further full asbestos survey shall not be pursued at this time.

It was further suggested that the Finance Committee convene a working group to identify and approach alternative companies with a view to sourcing new HR and H&S support providers.

FULL/26/19.2 Community Hall – General Risk Assessment

RESOLVED: That the Community Hall General Risk Assessment be received and approved.

FULL/26/19.3 Health and Safety – Statement of Intent

RESOLVED: That the Council's Health and Safety Statement of Intent be received and approved, and that the Statement be signed by the Clerk on behalf of the Council.

FULL/26/19.4 Health and Safety Policy

RESOLVED: That the Council's Health and Safety Policy be received and approved.

FULL/26/19.5 Health and Safety – Consideration of Proposed Contract

The Council considered the quotation of £330 per month for a 12-month H&S support contract, against the current standard retainer of £60 per month.

RESOLVED: That the Council does NOT approve the new H&S support contract at £330 per month.

FULL/26/19.6 HR Support Contract – Ongoing Cost Review

The Council considered the ongoing cost of the HR support contract, currently charged at £135.20 per month, and the Clerk's view that the level of support and service provided had been minimal.

RESOLVED: That the HR review consider the existing HR support contract, and that consideration be given to placing the funds currently allocated to that contract into an Earmarked Reserve pending the outcome of the review.

FULL/26/20 Finance and Internal Audit [link to Finance & Audit documents](#)

FULL/26/20.1 Internal Audit 2025–26 – Annual Internal Audit Report and Recommendations

The Council received the internal auditor's completed Annual Internal Audit Report for the year ending 31 March 2026, prepared in accordance with Financial Regulation 3.7 and proper practices, and considered the recommendations contained therein.

RESOLVED: That the Annual Internal Audit Report and the recommendations contained therein be received and noted.

FULL/26/20.2 Annual Governance Statement 2025–26 (AGAR Section 1)

The Council considered the Annual Governance Statement for the year ending 31 March 2026, comprising Section 1 of the Annual Governance and Accountability Return, in accordance with the Accounts and Audit Regulations.

RESOLVED: That the Annual Governance Statement 2025–26 (AGAR Section 1) be approved and signed by the Chairman and the Clerk/RFO.

FULL/26/20.3 Accounting Statements 2025–26 (AGAR Section 2)

The Council considered the Accounting Statements for the year ending 31 March 2026, comprising Section 2 of the Annual Governance and Accountability Return, as certified by the RFO, in accordance with proper practices and the Accounts and Audit Regulations.

RESOLVED: That the Accounting Statements 2025–26 (AGAR Section 2) be approved and signed by the Chairman and the Clerk/RFO.

FULL/26/20.4 Internal Auditor – Engagement Letter 2026–27

RESOLVED: That the engagement letter for the appointment of the internal auditor for the financial year 2026–27 be approved.

FULL/26/20.5 Authorisation of Precept Transfer to Instant Access Savings Account

The Council noted that the proposed transfer exceeds the £15,000 delegated authority limit set out in Financial Regulation 6.8(iv) and that prior authorisation by Council resolution is therefore required.

RESOLVED: That the Clerk/RFO be authorised to transfer the precept to the Council's instant access savings account, this authorisation to apply to both instalments of the precept (or the balance arising from each instalment) as and when received during the financial year.

FULL/26/20.6 Public Rights – Period for the Exercise of Electors' Rights

NOTED: That the period for the exercise of public rights for the inspection of the Council's accounts and related documents has been set as Wednesday 3 June 2026 to Tuesday 14 July 2026, in accordance with the Accounts and Audit Regulations.

FULL/26/20.7 Schedule of Payments – April 2026

RESOLVED: That the schedule of online payments for April 2026, as examined, verified and certified by the RFO, be reviewed and authorised.

FULL/26/21 Asset Devolution – Update from Uttlesford District Council

No update had been received from Uttlesford District Council on the proposed devolution of assets and/or services since the Council's meeting of 16 April 2026 (FULL/26/16). The matter will be carried forward to a future meeting.

FULL/26/22 Neighbourhood Plan – Verbal Update

Cllr Alex Young provided a verbal update on the Neighbourhood Plan. He reported that, having completed nearly all of the tasks requested by Uttlesford District Council in April, a further meeting had been held with UDC earlier that day. Regrettably, the "light at the end of the tunnel" now appeared further away, as UDC had set out a further series of tasks for the Council to complete. Cllr Young reported that the work was achievable but would take additional time.

The next stage will be for the Neighbourhood Plan Steering Group to reconvene, allocate the new tasks and progress the work. Cllr Young further reported that he had uploaded version 2 of the draft Neighbourhood Plan to the share drive and invited Councillors to review the document and provide feedback.

Cllr Young noted that, once the Plan is approved, the Council will be entitled to receive 25% of Community Infrastructure Levy (CIL) contributions arising from future developments in the Parish, and that the Council should begin to compile a wish list of future development projects in anticipation of those receipts.

NOTED: That Cllr Young's verbal update on the Neighbourhood Plan was received and noted.

FULL/26/23 Staff Matters – Follow-up from Previous Meeting

The Clerk provided a verbal update on staff matters and confirmed that, going forward, sickness reporting will be identified through payroll and that reports will be provided to the Personnel Committee.

NOTED: That the Clerk's verbal update on staff sickness reporting arrangements was received and noted.

FULL/26/23.1 Staff Expenses – Petrol and Mileage Processing

The matter of staff petrol and mileage processing was considered in connection with the Clerk's Report at item 24 (see FULL/26/24).

FULL/26/24 Clerk's Report

The Council received a report from the Clerk on matters connected with the duties of the Clerk, RFO and staff, including the processing of staff petrol and mileage expenses.

Following discussion, the Council agreed that staff expenses shall continue to be claimed by eligible employees on production of an expense form. The Council further considered the appropriate mileage allowance to apply.

RESOLVED: (i) That staff expenses shall continue to be claimed by qualifying employees on production of an expense form; (ii) That the mileage allowance shall be 55p per mile for cars and vans for the first 10,000 miles driven, and 25p per mile for any miles driven beyond the first 10,000 miles; and (iii) That the Clerk shall compile an automated spreadsheet to support all staff with their monthly mileage claims.

NOTED: That the Clerk's Report was received and noted.

FULL/26/25 Date and Time of Next Meeting

RESOLVED: That the next meeting of the Full Council shall be held on Thursday 18 June 2026 at 7:30pm at the Guildhall, Thaxted.

Suspension of Standing Order 3(x)

Prior to moving to the Part II business of the meeting, the Council noted that the meeting was approaching the time limit set out in Standing Order 3(x), which provides that "a meeting shall not exceed a period of 2 hours." In accordance with Standing Order 10(a)(xv), a motion was moved to suspend Standing Order 3(x) to enable the meeting to continue.

RESOLVED: That Standing Order 3(x) be suspended to enable the Council to continue and complete the remaining business of the meeting.

PART II – Confidential Business

FULL/26/26 Exclusion of Press and Public

The Council moved to consider the Part II business of the meeting.

RESOLVED: That pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and in accordance with Standing Order 3(d), the public and press be excluded from the meeting for the following item 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.

FULL/26/27 Walnut Tree Meadow – Land Acquisition

The Council received a confidential report and considered the proposed acquisition of land at Walnut Tree Meadow, including the legal, financial and procedural matters arising.

RESOLVED: That the Earmarked Reserve (EMR) Capital Reserve be used to fund the proposed acquisition of land at Walnut Tree Meadow.

There being no further business, the Chairman closed the meeting at 9:36pm.

These minutes were confirmed as a true and accurate record of the meeting.

Signed: _____

Cllr Victoria Knight, Chairman

Date: _____

DRAFT

CLERK'S REVIEW – ITEMS FOR YOUR ATTENTION

(This page is for internal review only and should be removed before publication.)

1. Item 1.2 – Secunder of Cllr Frostick for Vice Chairman

Your original shorthand read: "cllr knight wishes to nominate cllr Frostick andy secners cllr egan." The draft has recorded this as nomination by Cllr Knight, seconded by Cllr Egan. Please confirm – there is some ambiguity about whether Cllr Frater (Andy) was the seconder, Cllr Egan was the seconder, or both were involved.

2. Item 2 – Financial Regulation 5.15 amendment wording

Your notes read: "5.15 is £5.00" which has been recorded as £5,000 in the draft. The current Financial Regulation 5.15 already contains the £5,000 threshold for Council authorisation. Please confirm with Cllr Frostick the precise amendment intended – most likely raising the Clerk's delegated authority threshold (currently £3,500) to £5,000 to align with the new 5.8 quote threshold.

3. Item 8 – External representatives not mentioned

Your notes did not mention representatives for Parish Transport (previously Cllr Wattebot) or TPS School of Governors (previously Cllr Perkins). These have not been included in the draft. Please confirm whether these representations continue, or whether they have been discontinued or assigned to different Councillors.

4. Item 10 – Neighbourhood Plan Steering Group Chair

The notes record Ms Megan Green as Vice Chair of the NPSG. The draft reflects this. Memory indicates Cllr Alex Young is Chair of the NPSG; please confirm his continuing role as Chair (and that no separate Chair vote was required at this meeting).

5. Item 13 – Vicarage Mead question placement

The exchange between Cllr Frostick and Cllr Foley on the Vicarage Mead barriers actually took place later in the meeting (between items 16 and 17 in chronological order). It has been recorded under item 13 (District and County Councillors' reports) in line with proper agenda order. Please confirm this placement is acceptable.

6. Item 13 – Cllr Bo Davies appointed to Guildhall Committee

Cllr Davies's appointment to the Guildhall Committee has been recorded under item 13 (where the discussion took place) with a cross-reference at item 7. Note that item 9 records the decision not to invite a UDC nominee – a County Councillor co-option is a distinct matter and is therefore unaffected by item 9.

7. Item 19.1 – Asbestos report adequacy

Your notes read "the report for the asbestos is adequate for the provisions of this parish council and therefore it is resolved not to pursue this further." This has been recorded as a resolution that the existing asbestos report is adequate and that no further survey shall be pursued at this time. Please confirm this reading and that the existing asbestos report referenced is one already held by the Council.

8. Item 19.1 – Sourcing of HR/H&S providers

Your notes indicate that the Finance Committee should convene a working group to source new HR and H&S providers. The draft records this as a suggestion rather than a formal resolution, since the wording ("it is suggested") did not appear to constitute a moved-and-seconded motion. Please confirm whether you would prefer this to be recorded as a formal resolution.

9. Item 19.6 – HR review responsibility

Your notes refer to "HR review to consider this and possibly EMR the funds currently." The draft has recorded that the review will consider the existing HR contract and the possibility of placing the funds in an Earmarked Reserve. Please confirm which body will conduct the HR review (Personnel Committee? Finance Committee? a working group?) and amend as required.

10. Items 23 and 24 – placement of petrol/mileage discussion

The agenda places the petrol and mileage discussion under item 23.1. Your instructions placed the substantive resolution under item 24 (Clerk's Report). The draft has recorded the resolutions under item 24 with a cross-reference from 23.1. Please confirm this placement, or let me know if you would prefer the mileage resolutions moved back into item 23.1.

11. Item 22 – Neighbourhood Plan CIL wish list

The draft records the 25% CIL entitlement and the need for a future development wish list as part of Cllr Young's report. No formal resolution was recorded in your notes on the wish list; if you would like a resolution recorded (e.g. that the Council shall begin to compile such a list), please let me know.

12. Item 27 – Walnut Tree Meadow resolution

Your notes read: "resolved to use the EMR capital reserve for the purchase." The draft has recorded this as a resolution to fund the proposed acquisition from the EMR Capital Reserve. Please confirm that the resolution was about the FUNDING SOURCE only, and that the acquisition itself was authorised previously (or whether this resolution was intended also to authorise the acquisition).

13. Cllr Foley's late-submitted report

Cllr Foley's written report on Local Government Reform was circulated shortly before the meeting and was not in the pre-pack. The minutes record this fact and summarise the report's contents. You may wish to consider whether to attach the report as an appendix to these minutes for completeness.

14. Chairman's opening remarks placement

Cllr Frater's opening remarks have been placed before item 1.1 as opening remarks by the outgoing Chairman, since they were not scheduled on the agenda. Please confirm this placement is appropriate.