



THAXTED PARISH COUNCIL

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MINUTES OF THE FULL COUNCIL MEETING

Date: Thursday, 15th January 2026

Time: 7:30 PM

Venue: The Community Hall, Thaxted

PRESENT

Councillors: Andrew Frater (Chair), Victoria Knight, Terry Frostick, Ray Williams, Theresa Egan, Jenna Perkins, Antoinette Wattebot, Alex Young, Nicky Tisseyre, Tom Breen, Robert Silver

In Attendance: Dena Oxley (Clerk & RFO)

Members of the Public: 2

FULL26/01 APOLOGIES FOR ABSENCE

RESOLVED: That apologies for absence were received and accepted from Cllr Martin L Foley (District and County Councillor) and Cllr Richard Haynes (District Councillor).

FULL26/02 DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interests or other interests were made.

FULL26/03 PUBLIC PARTICIPATION

Two members of the public were in attendance.

a) Churchyard Management

A member of the public addressed the Council regarding the use of the church graveyard and the proposal to make the area tidy. The proposal has been put to the Parochial Church Council. Cllr Egan spoke to the speaker and suggested this should be an agenda item. Points raised included consideration of the ordinance of the graves, with photographs provided to the Council. There are 3-4 volunteers, and Cllr Egan confirmed she is happy to give up some free time to represent the Council.

The Chairman thanked the speaker and pointed out that this remains the church's responsibility. The church does not like the current situation yet has not taken action. The speaker is putting an official proposal forward to the Parochial Church. The Chairman and Clerk would be able to write in support of the initiative. The Council is registered with the Essex Men's Shed network and this could be a network opportunity.

Cllr Frostick suggested that Yardley's Charity might be able to support by way of additional funds.

b) Planning Application UTT/25/3321/FUL

A member of the public spoke regarding the planning matter relating to the annex at 17 Clare Court. The speaker addressed the comments made in relation to parking, indicating that the proposal complies with requirements. Impact on neighbors was discussed; there is no negative impact. The speaker noted that others in the vicinity benefit from the parking solutions. Images were taken over the festive period showing all bays were full. Uttlesford District Council are currently in support of the application.

The Chairman suggested moving item 12 (Planning Applications) forward in the agenda to be heard immediately following public participation.

FULL26/12 PLANNING APPLICATIONS (Taken Forward)

a) UTT/25/3321/FUL

Proposal: Change of use from granny annexe to separate dwelling, as well as S73A retrospective approval for entrance canopy and shed.

Location: Fordans, 17 Clare Court

Having considered the matter in full, Cllr Young reported that there seems to be no reason to refuse from a policy position, although there is note to consider that the porch is a retrospective application which is not favored by the Parish Council.

RESOLVED: That the Council supports this application. Whilst retrospective applications are not favored, there is a need for one and two bedroom dwellings and this finds unanimous favor. (Unanimous)

b) UTT/25/2190/FUL

Proposal: Proposed conversion of offices to form 1 no. dwelling with detached annex and parking.

Location: Offices Hammer Hill Farm, Stanbrook Road

RESOLVED: That the Council supports this application.

FULL26/04 DISTRICT AND COUNTY COUNCILLOR REPORTS

County Councillor Martin L Foley and District Councillor Richard Tayler attended the meeting at 20:38 and left at 20:43.

Reports were received from the District and County Councillors. [link to Cllr Foley report.pdf](#)
[link to District Councillor Haynes report - December 2025.pdf](#)

It was requested that Cllr Jenna Perkins becomes a trustee at Pam's Place representing the Parish Council.

FULL26/05 MINUTES OF PREVIOUS MEETINGS

RESOLVED: That the minutes of the Full Council meeting held on 11th December 2025 were approved as a true and accurate record. [link to Full Council Minutes 11th Dec](#)

FULL26/06 PARKING WORKING GROUP

Cllr Silver presented the report from the Parking Working Group. Cllr Silver thanked Cllrs Young, Perkins, and Egan for their contributions. [link to the Thaxted car park working group report.pdf](#)

The Working Group reported that, given their findings, Margaret Street is by far the busiest car park. The group looked at charging and enforcement. The Parish Council is not able to enforce parking charges, so alternative services were considered.

The Working Group recommends that the car parks remain free and that usage be monitored for the next six months. The group also recommends replacing the signage. The Working Group would like to consider contacting Stansted Airport for the possibility of seeking grant funding for the upfront costs of machines, should charging be considered in future.

A proposal was made to ask the Working Group to conduct further work in relation to similar-sized parking arrangements with NEPP (North Essex Parking Partnership), and to obtain indicative costs for resurfacing.

RESOLVED: That the Working Group be asked to conduct further research in relation to similar-sized parking arrangements with NEPP and to obtain indicative costs for resurfacing, and to take forward the proposals

outlined in the report.

FULL26/07 NEIGHBOURHOOD PLANNING STEERING GROUP

Cllr Alex Young presented the report from the Neighbourhood Planning Steering Group.

The report was noted. [link to NPSG report to TPC - January 26](#)

FULL26/08 CONSULTATION SURVEY RESPONSES

a) Council's Spending Survey Response

The Council's spending survey response was noted.

b) Local Government Reorganisation Consultation Response

The Local Government Reorganisation consultation response was noted.

FULL26/09 REMOTE MEETING POLICY

RESOLVED: That the Remote Meeting Policy be approved with a minor alteration under section 5.1, changing the word 'agreement' to 'notification'.

Cllr Frostick reminded the Council that all reports need to be provided in good time for matters to be considered. All reports and items not received when the agenda is published should not be considered. The Clerk is asked to enforce this going forward and remind all those providing reports to be aware of this requirement.

FULL26/10 CHURCHYARD CLEARANCE

The matter of removal of excess soil and garden waste within the Churchyard area was discussed in full, with consideration given to the public speaker's comments.

Cllr Frostick wished to make the Council aware that this matter is nothing to do with the Parish Council and remains the responsibility of the Parochial Church Council. As outlined in item **FULL26/3** The Chairman and Clerk would be able to write in support of the initiative.

FULL26/11 FINANCE MATTERS

a) Schedule of Payments and Receipts

The schedule of payments and receipts was noted. [link to Dual signature report December 2025](#)

b) Bank Reconciliation

The bank reconciliation was received and noted. [link to Bank Reconciliation Summary](#)

RESOLVED: That all items under Finance be accepted.

FULL26/13 CLERK'S REPORT

The Clerk's report was received and noted. [link to Clerks Report January 2026](#)

FULL26/14 GUILDHALL CUSTODIAN REPORT

The Guildhall Custodian report was received and noted. [link to Guildhall report December 2025](#)

FULL26/15 ITEMS FOR FUTURE CONSIDERATION

Chair's Report

The Chairman reported on:

Further communication with the Community Land Trust (CLT) – they have received permission to build a further two dwellings. The Parish Council will submit a collaboration application for Pre-Planning Advice. Further development expected in the Almshouses in Spring 2027.

The Clerk has written to the occupant who rents the small section of land and the chairman will also seek to inform the Bolford Street Hall (BSH) committee.

J9 training took place this week, which many Councillors also attended.

Items for Future Agendas

The Council is asked to take a detailed look at the year of meetings provisionally scheduled by the Clerk and return this item to the February agenda for pre-approval post-May 2026. All Cllrs were happy with the dates as proposed in draft.

To be passed to Assets Committee: consideration of the desired use for the newly adopted phone box and ongoing costs and maintenance considerations

FULL26/16 DATE OF NEXT MEETING

The date of the next Full Council meeting was noted as Thursday, 19th February 2026.

The meeting closed at _____

Signed: _____ Date: _____

Chair of the Council