



THAXTED PARISH COUNCIL

The Community Hall
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MINUTES OF THE FULL COUNCIL MEETING

Thursday, 19th February 2026 at 7.30 pm
The Community Hall, Newbiggen Street, Thaxted

PRESENT

Chair: Cllr Victoria Knight (Vice-Chair, chairing in the absence of the Chairman)

Members:

Cllr Terry Frostick
Cllr Ray Williams
Cllr Theresa Egan
Cllr Jenna Perkins (attending remotely via Teams)
Cllr Antoinette Wattebot
Cllr Alex Young
Cllr Nicky Tisseyre
Cllr Robert Silver

In Attendance: Dena Oxley, Parish Clerk & RFO; Amanda Collins, Assistant Clerk

PART I – BUSINESS OPEN TO THE PUBLIC

FULL/26/01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Tom Breen and Cllr Andrew Frater (Council Chairman).

RESOLVED: That the apologies for absence from Cllr Tom Breen and Cllr Andrew Frater be received and accepted.

FULL/26/02 DECLARATIONS OF INTEREST

No declarations of disclosable pecuniary interest or other interests were made in respect of items on the agenda.

FULL/26/03 PUBLIC PARTICIPATION

No members of the public were present. No public participation took place.

FULL/26/04 DISTRICT AND COUNTY COUNCILLOR REPORTS

No District or County Councillor reports were received at this meeting.

FULL/26/05 MINUTES OF PREVIOUS MEETINGS

The draft minutes of the Full Council meeting were considered. It was noted that the date shown on the agenda for the previous meeting was in error; the correct date of the previous Full Council meeting was 15th January 2026, not 11th December 2025 as stated.

RESOLVED: That the minutes of the Full Council meeting held on 15th January 2026 be approved as a correct record, subject to the correction of the meeting date as noted above. The minutes shall be signed by the Chair. [link to the Full-Council-Minutes-15th-Jan-FINAL](#)

FULL/26/06 PARKING WORKING GROUP

A report from the Parking Working Group was received. The Working Group reported that quotes for the proposed works had been received and would be presented in full at the next Working Group meeting for consideration. In addition, discussions had taken place with Uttlesford District Council (UDC) regarding potential collaboration on car parking schemes, and this is ongoing.

Cllr Wattebot requested that the bus use survey for older adults and those with disabilities in Essex be widely publicised, and requested that the Clerk promote the survey via the Council's Facebook page.

RESOLVED: That the report from the Parking Working Group be received and noted. That the Clerk shall promote the bus use survey via the Council's Facebook page.

FULL/26/07 NEIGHBOURHOOD PLANNING STEERING GROUP

An update was received from Cllr Alex Young, Chair of the Neighbourhood Planning Steering Group, on the current progress and activities of the Steering Group.

RESOLVED: That the report from the Neighbourhood Planning Steering Group be received and noted.

FULL/26/08 MEETING SCHEDULE

RESOLVED: That the pre-approved meeting schedule as previously considered be resolved and formally adopted. [link to the Meetings Schedule for 2026-2027](#)

FULL/26/09 HERITAGE LIST

The Council considered correspondence received from The Thaxted Society regarding lamp posts in Thaxted and their ongoing work to ensure that heritage assets within the parish are appropriately listed. The Council expressed its support for the Society's continued efforts in this regard.

RESOLVED: That the correspondence from The Thaxted Society be noted, and that the Council supports the Society in continuing their actions to ensure that all heritage assets within the parish are appropriately listed.

FULL/26/10 MORRIS MEN WEEKEND

The Council considered arrangements for the Morris Men Weekend. Discussion took place regarding waste management, event logistics and the management of traders.

The Council agreed that three large bins should be arranged, and that a letter should be sent to local public houses inviting them to make a contribution towards event costs. A street litter pick was also to be arranged for the Saturday evening.

It was further agreed that the bins should be emptied between the afternoon and evening dance at 17:30 on the Saturday. The Council also discussed the ice cream van trader and resolved that attendance would be conditional upon the van operating without emissions; the alternative locations of the Park Street car park or the coach park were noted as options should this condition not be met.

RESOLVED: That three large bins be arranged for the Morris Men Weekend event. That a letter be written to local public houses requesting a financial contribution towards event costs. That a street litter pick be arranged for the Saturday evening. That bins be emptied at 17:30 on the Saturday between the afternoon and evening dances. That the ice cream van trader be advised that attendance is conditional upon operating without emissions, and that the Council notes the alternative locations of the Park Street car park and the coach park.

FULL/26/11 LAMP LIGHT OF PEACE 11/11/26

The Council noted the correspondence circulated in relation to the Lamp Light of Peace event on 11th November 2026.

RESOLVED: That the correspondence in relation to the Lamp Light of Peace be noted.

FULL/26/12 ANNUAL PARISH MEETING – 19TH MARCH 2026

The Council considered the promotion and communication of the Annual Parish Meeting (APA). It was confirmed that the Annual Parish Meeting will be held on Thursday 19th March 2026 at the Community Hall, Thaxted at 7:30 PM.

RESOLVED: That the Annual Parish Meeting be held on 19th March 2026 at the Community Hall, Thaxted, and that appropriate promotion and communication of the event be arranged.

FULL/26/13 FINANCE MATTERS

(a) Schedule of Payments and Receipts [link to the Dual Signature report for receipts and payment in January 2026](#)

The schedule of payments and receipts was presented by the Clerk & RFO.

RESOLVED: That the schedule of payments and receipts be noted.

(b) Bank Reconciliation [link to Bank Reconciliation Summary](#)

The bank reconciliation was presented by the Clerk & RFO.

RESOLVED: That the bank reconciliation be received and noted.

FULL/26/14 PLANNING APPEAL TO NOTE

(a) UTT/25/2029/LB – Refused – Appeal Lodged

Single storey rear extension and replacement lean-to shed to provide home office. 23 Newbiggen Street, Thaxted. The application was refused on the grounds that the identified harm would not be outweighed by public benefits; the proposal was found to be contrary to policy ENV2 of the Uttlesford Local Plan 2005, policy TXHC1 of the Thaxted Neighbourhood Plan, and paragraphs 212, 213 and 215 of the National Planning Policy Framework 2024. An appeal has been lodged.

RESOLVED: That the planning appeal in respect of UTT/25/2029/LB be noted.

FULL/26/15 CLERK'S REPORT

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

Cllr Frostick remarked that he was interested to read the details around the allocation process for the Community Land Trust (CLT) properties, and had presumed that, as this formed part of the original agreement, the Parish Council would have some involvement in the allocation of homes, even if only to confirm applicants' links with Thaxted.

The Clerk responded by confirming that the details as set out in the Clerk's report remain accurate. The Clerk further advised that the sensitive nature of the personal information involved, and the requirement to make judgements against subjective criteria, raised significant data protection concerns and was not considered by the Clerk to be GDPR compliant.

RESOLVED: That the Clerk's report be received and noted.

FULL/26/16 CHAIRMAN'S REPORT (Verbal)

In the absence of the Chairman, a written report was received in the form of an email, which was read out to the Council. The report covered the following items:

Morris Men Weekend – The Chairman expressed support for the weekend clean-up effort.

Ice Cream Van – The Chairman requested that the ice cream van either relocate or reduce its emissions.

Morris Men Weekend Bins – The Chairman asked whether the large green waste bins could be arranged again for the Morris Men Weekend.

Community Hall Door Sign – The Chairman requested that a sign be obtained for the Community Hall door.

Telephone – The Chairman raised the question of whether the Council should consider removing the landline and relying solely on work mobile phones.

Finance – The Chairman recorded that all councillors are pleased with the speed of financial reporting and the quality of the updates provided, and expressed thanks to the Clerk & RFO.

Clock for the Hall – The Chairman requested that a clock be sourced for the Community Hall, and suggested asking the Guildhall Custodian (Rob) whether there are any suitable items in storage at the Guildhall that could be loaned.

Green Skip – The Chairman noted that guidance is needed in relation to the green skip.

RESOLVED: That the Chairman’s report be received and noted. That the Clerk shall follow up on the Community Hall door sign, the question of the landline telephone, and the sourcing of a clock for the hall, including liaising with the Guildhall Custodian regarding items in storage. That guidance in relation to the green skip be obtained.

FULL/26/17 GUILDHALL CUSTODIAN REPORT

The Guildhall Custodian report was received and noted. [link to the Custodians Report February](#)

The following matters were reported:

A function is booked at the Guildhall on Saturday, 21st March 2026, from 14:00 to 15:15.

A final report from Anglia Ruskin University has been received and is appended to the Custodian’s report.

The carpets within the Guildhall are in need of cleaning. This matter will be brought to the attention of the Guildhall Custodian.

RESOLVED: That the Guildhall Custodian report and the final report from Anglia Ruskin University be received and noted. That the matter of the Guildhall carpets requiring cleaning be brought to the attention of the Guildhall Custodian.

FULL/26/18 ITEMS FOR FUTURE CONSIDERATION

The Council noted any items for consideration at future meetings. The Clerk’s provisionally scheduled year of meetings will return to the agenda post-May 2026 for pre-approval.

FULL/26/19 DATE OF NEXT MEETING

The Council noted the following forthcoming meetings:

Full Council Meeting: Thursday 12th March 2026.

Annual Parish Assembly (APA): Thursday 19th March 2026 at 7:30 PM at Pam’s Place.

Items noted for future agendas include: Guildhall progress update, Phone Box, and the Annual Parish Assembly (APA).

There being no further business, the meeting was closed.

Signed as a correct record:

Cllr Victoria Knight, Chair

Date: _____

These minutes are draft until confirmed at the next meeting of the Full Council.