



# THAXTED PARISH COUNCIL

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## MINUTES OF THE FULL COUNCIL MEETING OF THAXTED PARISH COUNCIL

Held on Thursday, 12th March 2026 at 7:30 pm at The Community Hall, Thaxted

### PRESENT

Cllr Andrew Frater (Chairman, presiding)  
Cllr Robert Silver  
Cllr Terry Frostick  
Cllr Alex Young  
Cllr Tom Breen  
Cllr Antoinette Wattebot  
Cllr Theresa Egan

Also in attendance:

District Cllr Martin Foley (arrived 20:00)  
Dena Oxley, Parish Clerk & RFO  
2 members of the public

### FULL/26/01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Victoria Knight, Cllr Ray Williams, Cllr Jenna Perkins and District Cllr Richard Haynes. The Council resolved to accept the apologies.

**RESOLVED:** That the apologies for absence be accepted.

### FULL/26/02 DECLARATIONS OF INTEREST

Cllr Terry Frostick declared a non-pecuniary interest in respect of agenda item 11 (Notice to Serve – 3 Bolford Street, Thaxted).

### FULL/26/03 PUBLIC PARTICIPATION

Two members of the public were present. One member of the public addressed the Council. The speaker was uncertain whether the matter fell within the scope of the agenda but wished to record concern regarding the withdrawal of the green waste skip service from the Margaret Street car park. The chairman permitted the speaker to continue. The speaker stated that many residents had been unaware that the service was to be discontinued and expressed the view that a public committee meeting on the matter should have been held. The speaker asked the Council to consider reinstating the service and advised that a petition was being raised.

The speaker also raised concern that the change of address for the Community Hall had not been publicised on the local notice boards, such that many residents were unaware of the Council's current location. Specifically, it was noted that the notice board at Chalky Meadow contained no Parish Council notices. The speaker requested that notices be placed on notice boards near the library.

Cllr Young noted that the notice board had been out of use for some time owing to a fault. The speaker confirmed that residents remained unaware of the new hall address and that no notices had been seen.

#### **FULL/26/04 MINUTES OF PREVIOUS MEETINGS**

4a. The draft minutes of the Full Council meeting held on 19th February 2026 were presented for approval.

**RESOLVED:** That the minutes of the Full Council meeting held on 19th February 2026 are a true and accurate record of that meeting and that the Chairman be authorised to sign them accordingly.

[link to the Full-Council-Minutes-19-February-2026 FINAL](#)

#### **FULL/26/05 COMMITTEE MINUTES – TO NOTE**

The minutes of the following committee meetings held on 5th March 2026 were presented for the Council's information:

5a. Personnel Committee – 5th March 2026

5b. Finance Committee – 5th March 2026

**NOTED.**

#### **FULL/26/06 DISTRICT AND COUNTY COUNCILLOR REPORTS**

District Cllr Martin Foley arrived at 20:00 and his report was received by the Council.

Cllr Wattebot raised the issue of the white road markings along the B1051 and requested that this be noted for follow-up with the appropriate authority.

**NOTED.**

[link to the Report from District cllr Haynes](#)

[link to the District Councillor's report - February 2026](#)

[link to the Report from Cllr Martin Foley](#)

[link to the UDC BUDGET 2025 Cllr Foley report](#)

#### **FULL/26/07 CLERK'S REPORT**

The Clerk's report was received. [Link to the Clerks Report March 2026](#)

**NOTED.**

#### **FULL/26/08 CHAIR'S REPORT (verbal)**

The Chairman presented his report. The following matters were noted:

- Road line marking at the primary school: the Chairman expressed thanks to Cllr Young for progressing this matter. The primary school had expressed their appreciation for the work carried out.
- Community litter pick: thanks were extended to Mary and all volunteers who had supported the recent litter pick. It is hoped to have arrangements in place for the Great British Spring Clean at the end of the month.
- Local Plan extraordinary council meeting: the Chairman noted that an extraordinary council meeting at Uttlesford District Council in relation to the Local Plan is scheduled for 25th March 2026.

**NOTED.**

#### **FULL/26/09 NATIONAL PLANNING POLICY FRAMEWORK (NPPF) – POLICY PM13**

The Council considered Policy PM13 of the National Planning Policy Framework and any implications for the parish.

**NOTED.**

#### **FULL/26/10 PLANNING MATTERS**

10a. New Applications

UTT/26/0400/HHF & UTT/26/0401/LB – Proposed single-storey rear infill kitchen extension and replacement outbuilding to provide a home office, 23 Newbiggen Street, Thaxted.

**RESOLVED:** That the Council SUPPORTS applications UTT/26/0400/HHF and UTT/26/0401/LB.

UTT/26/0408/FUL – Erection of 8 no. dwellings with associated access and drainage, Land to the North of Mayes Place.

The Council considered the application and resolved to strongly object on the grounds that the height, bulk and mass of the proposed development is disproportionate to the original planning application and to the whole settlement; that the application is contrary to the Neighbourhood Plan and Local Plan policy LCS4; and that it is contrary to the principles set out in policies LSC1 and LSC2. The Council also resolved to request that the application be called in, and to make this request through District Cllr Richard Haynes.

**RESOLVED:** That the Council STRONGLY OBJECTS to application UTT/26/0408/FUL on the grounds that the height, bulk and mass is disproportionate to the settlement; that it is contrary to the Neighbourhood Plan and Local Plan policy LCS4 and contrary to the principles of policies LSC1 and LSC2; and that the Council requests that the application be called in through District Cllr Richard Haynes.

UTT/26/0355/FUL – Section 73 application to vary condition 2 (approved plans) of UTT/23/0545/FUL (demolition of existing buildings and erection of 2 dwellings with detached garages and associated work) – change to the approved drawings, J F Knight Roadworks Ltd, Copthall Lane.

**RESOLVED:** That the Council SUPPORTS application UTT/26/0355/FUL.

10b. Appeal

Application Reference: UTT/25/3290/DOC | Appeal Reference: 6004688 – Application to discharge condition 4 (garage door details) attached to UTT/25/1907/LB, 23 Newbiggen Street, Thaxted. Appellant: Mr & Mrs P Freeman. Appeal Start Date: 20th February 2026.

**NOTED.**

#### **FULL/26/11 NOTICE TO SERVE – 3 BOLFORD STREET, THAXTED**

Cllr Frostick, having declared a non-pecuniary interest at agenda item 2 (FULL/26/02), remained in the meeting for this item as his interest was non-pecuniary in nature.

The Council considered whether to serve notice on the resident at 3 Bolford Street, Thaxted in respect of the garden land, in accordance with the licence to occupy terms and relevant legislation and Council policy.

Proposed by Cllr Frater, seconded by Cllr Silver.

**RESOLVED:** That notice be served on the resident at 3 Bolford Street, Thaxted in respect of the garden land, in accordance with the licence to occupy terms. The Clerk to serve notice accordingly.

#### **FULL/26/12 GUILDHALL**

A report on Guildhall matters was received. The Chairman also provided a verbal update. [link to the custodians report feb 2026](#)

**NOTED.**

#### **FULL/26/13 DEVOLUTION OF SERVICES – COLLABORATION WITH OTHER COUNCILS**

13a. The Council considered the proposed collaboration with neighbouring councils in respect of devolved services and facilities with Uttlesford District Council (UDC).

**RESOLVED:** That the Council approves the collaboration with neighbouring councils in respect of devolved services and facilities with Uttlesford District Council.

13b. The Council considered seeking a mandate to petition Uttlesford District Council for further information in connection with the proposed devolution of services and facilities.

**RESOLVED:** That the Council seeks a mandate to petition Uttlesford District Council (UDC) for further information in connection with the proposed devolution of services and facilities.

#### **FULL/26/14 INTERNAL AUDIT REPORTS – FOR RECEIPT**

As recommended by the Finance Committee, the following Internal Audit Reports prepared by Vicky Waples were presented to the Council for receipt and notation, pursuant to Financial Regulation 3.12:

14a. Internal Audit Report dated 31st October 2025.

14b. Internal Audit Report dated 24th February 2026.

**RESOLVED:** That the Internal Audit Reports dated 31st October 2025 and 24th February 2026 be received and noted. [link to internal Audit reports](#)

#### **FULL/26/15 POLICIES – FOR APPROVAL**

As recommended by the Finance Committee, the Council considered and approved the following policies:

- 15a. Electronic Equipment Policy
- 15b. General Privacy Notice
- 15c. Media Relations Policy
- 15d. Risk Management Policy
- 15e. Subject Access Request – Staff Policy
- 15f. Training and Development Policy
- 15g. Wellbeing Policy
- 15h. Investment Policy (Revised)
- 15i. Credit Control Policy (New)

**RESOLVED:** That all policies listed at agenda items 15a to 15i be approved as presented.

**FULL/26/16 FINANCE**

- 16a. The schedule of payments was received and noted by the Council for authorisation.
- 16b. The bank reconciliation reports were received for notation.
- 16c. The Debtors Report was received and noted.

**NOTED.**

**FULL/26/17 CORRESPONDENCE**

No items of correspondence were raised for notation.

**NOTED.**

**FULL/26/18 DATE OF NEXT MEETING**

The date of the next Full Council meeting will be 16<sup>th</sup> April 2026 in the Guildhall.

**NOTED.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Cllr Andrew Frater, Chairman