



**THAXTED PARISH COUNCIL**

The Community Hall, Newbiggen Street, Thaxted, Dunmow, Essex CM6 2QT

Tel: 01371 831952

Email: [clerk@thaxted-pc.gov.uk](mailto:clerk@thaxted-pc.gov.uk) Web: [www.thaxted-pc.gov.uk](http://www.thaxted-pc.gov.uk)

---

**All members of the Council are summoned to attend the FULL COUNCIL MEETING of  
THAXTED PARISH COUNCIL**

**to be held at THE GUILDHALL, THAXTED on THURSDAY 18TH JUNE 2026 at 7:30 pm**

**THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND**

**Meetings and the public**

The agenda may be in two parts. Most of the business will be dealt with in Part I, which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press and public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

**General Data Protection Regulations (GDPR) 2018:**

For details of the Parish Council's Privacy Notice, please visit our website: <https://www.thaxted-pc.gov.uk>

*Amanda Collins*

Deputy Proper Officer and Deputy Responsible Financial Officer – 12th June 2026

---

**AGENDA**

---

**PART I – Business open to the press and public**

---

**FULL/26/28 Apologies for Absence**

To receive and approve apologies for absence.

**FULL/26/29 Declarations of Interest**

To receive declarations of disclosable pecuniary interests and other registrable or non-registrable interests in respect of items on this agenda.

### **FULL/26/30 Public Representations**

A period of not more than 10 minutes is set aside for members of the public to make representations in accordance with Standing Order 3(e).

### **FULL/26/31 Minutes**

**Minutes of the Annual Council Meeting – 21 May 2026** [Link to Annual Council Meeting Minutes 21 May 2026 DRAFT.pdf](#)

To approve the minutes of the Annual Council Meeting held on 21 May 2026 as a true and accurate record of the meeting.

**Minutes of the Extraordinary Full Council Meeting – 4<sup>th</sup> June 2026** [Link to Draft Minutes Extraordinary Full Council 04 June 2026.pdf](#)

To approve the minutes of the Annual Council Meeting held on 21 May 2026 as a true and accurate record of the meeting.

### **FULL/26/32 Reports from District and County Councillors**

To receive verbal or written reports from the District and County Councillors representing the parish.

#### **Written Report – Cllr Martin Foley, District Councillor (Thaxted and The Eastons Ward)**

Uttlesford District Council is celebrating an exceptional fortnight of national recognition for its Planning service, which has received three major awards for transformation, teamwork and sector-leading performance.

UDC was named Local Government Chronicle Large Team of the Year. Judges praised the scale of change, the pace of the Local Plan and the collaborative culture driving results across the council. This follows a double win for the Planning Team at the 2026 Planning Awards. Together, these awards recognise the hard work, professionalism and resilience shown across the organisation.

### **FULL/26/33 Chairman's Report**

To receive a verbal report from the Chairman on matters relating to the duties of the Chairman.

### **FULL/26/34 Guildhall Custodian's Report**

To receive the Custodian's Report on matters connected to the Guildhall and Town.

#### **Custodian's Report May/June 2026 – Rob Evans** [Link to custodians report May 2026.pdf](#)

Pilates and yoga continued as usual. The Guildhall was booked for two long weekends for guitar lessons (an annual booking). The hirer noted that the decoration of the building had deteriorated since his last visit, which is in line with the Custodian's assessment of the top floor; the Custodian advises that if this is not addressed, income may be lost.

A ghost hunting team visited again and a further ghost hunting booking was received; this is becoming a lucrative source of income. The late May Bank Holiday weekend saw the Guildhall open all three days, with the assistance of volunteer Lynne.

The Thaxted Morris Weekend was a great success; the Guildhall opened on the Saturday and Sunday, providing access to the special Morris display on the top floor created by archivist Mike Goatcher. Cash donations of £83 were received.

Visits are expected from both Historic England (booked) and English Heritage during this period.

#### **FULL/26/35 Finance**

##### **Schedule of Payments – June 2026 [Link to Thaxted PC Payment Report June2026.pdf](#)**

To review the online payments as per the schedule presented for June 2026, as examined, verified and certified by the RFO and Cllrs Silver, Frostick, Knight and Frater.

#### **FULL/26/36 Essex County Council Salt Bag Partnership Scheme 2026/27**

To consider and resolve whether to participate in the Essex County Council Salt Bag Partnership Scheme for Winter 2026/27. To note that the closing date for applications is 21 July 2026, and to authorise the Clerk to submit the application and make the necessary arrangements, should the Council resolve to participate. Supporting documents enclosed: ECC Salt Bag Partnership information; Volunteer Briefing Sheet – Snow Clearing Guidance; Winter Plan and Risk Assessment Form; Manual Handling Guidance.

#### **FULL/26/37 Neighbourhood Plan – Update**

To receive an update from Cllr Young on progress with the Neighbourhood Plan. (Note: at the Annual Council Meeting of 21 May 2026 (FULL/26/22) it was reported that UDC had set a further series of tasks for the Council to complete. The Neighbourhood Plan Steering Group was to reconvene to allocate and progress the work.)

#### **FULL/26/38 Allotment and Market Positions**

To consider and approve the request the movement of the Allotments and Market from the Finance Committee to the Open Spaces and Assets Committee.

#### **FULL/26/39 Planning**

**To note no new planning applications were reported on the portal for Thaxted.**

##### **Planning Decisions to Note**

To note the following planning decisions received from Uttlesford District Council:

##### **UTT/26/0829/LB – 23 Newbiggen Street, Thaxted, CM6 2QS**

Minor internal alterations and associated external works including removal of rear door and infilling to match existing, partial removal of stud wall to form breakfast bar, replacement of sash window with traditional timber French doors within existing opening, and installation of a flush-fitting conservation rooflight to rear extension.

Decision: **Approved.**

##### **UTT/26/0661/HHF – Monk Street Farm, Monk Street, Thaxted, Dunmow, CM6 2NR**

Construction of pool house and relocation of greenhouse and associated operational development.

Decision: **Approved.**

**FULL/26/40 Clerk's Report**

To receive a report on matters connected with the duties of the Clerk, RFO and staff.

**FULL/26/41 Date and Time of Next Meeting**

To note the date and time of the next meeting of the Full Council Thursday 16<sup>th</sup> July 2026.