



# THAXTED PARISH COUNCIL

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## FULL COUNCIL MEETING MINUTES

**Date:** Thursday, 6th November 2025

**Time:** 7:30 PM

**Venue:** The Community Hall, Newbiggen Street, Thaxted

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### MEMBERS PRESENT

- Cllr Andrew Frater (Chairman)
- Cllr Victoria Knight (Vice-Chair)
- Cllr Terry Frostick
- Cllr Ray Williams
- Cllr Jenna Perkins
- Cllr Nicky Tisseyre
- Cllr Tom Breen
- Cllr Alex Young
- Cllr Robert Silver
- Cllr Antoinette Wattebot

### ALSO PRESENT

- Dena Oxley (Clerk & RFO)
- Fleur Brookes(Uttlesford District Council)
- 3 members of the public
- County & District Councillor Martin Foley

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### 1. APOLOGIES FOR ABSENCE

**RESOLVED** to receive and accept apologies from Cllr Theresa Egan.

Apologies were noted from District Councillor Richard Haynes; however, these were not accepted by the Council.

### 2. DECLARATION OF INTERESTS

No disclosable pecuniary interests or other interests were declared relating to items on the agenda.

### 3. PUBLIC PARTICIPATION

Three members of the public were in attendance.

The J9 item was moved from item 20 so the guest in attendance could be heard, agreement with the council approved to take this item directly after item 3. Fleur Brookes, safeguarding officer, Uttlesford District Council attended and provided details on J9 Awareness Training and Safe Space Accreditation. Cllr Jenna Perkins stated that she will make contact and arrange a suitable digital date for the Council to attend training.

A public speaker addressed the Council regarding planning application UTT/25/2852/HHF & UTT/25/2853/LB. The speaker believed that Place Services are pre-judging the application and requested that the Council call in this application through District Councillor Martin Foley.

### 4. APPROVAL OF MINUTES

**RESOLVED** to approve the minutes of the Full Council meeting held on Thursday, 9th October 2025 as an accurate record.

### 5. DISTRICT COUNCILLOR'S REPORT

The Council received a report from District Councillor Richard Haynes. [Cllr Haynes Report .pdf](#)

### 6. COUNTY COUNCILLOR'S REPORT

The Council received a report from County Councillor Martin Foley. [Matin FOley Report Walden Local - Thaxted Roads.pdf](#) ; [NOVEMBER REPORT Cllr Foley.pdf](#)

### 7. APPROVAL OF STANDING ORDERS AND FINANCIAL REGULATIONS

**RESOLVED** to approve the Standing Orders and Financial Regulations as reviewed and recommended by the Finance Committee on 20th June 2025.

### 8. FINANCE MATTERS

#### 8.1 Approval of Payments

**RESOLVED** to approve payments as presented by the RFO. All invoices listed have been examined, verified and certified by the RFO. [Dual signature report October 2025.pdf](#)

#### 8.2 Investment Policy Review

**RESOLVED** to approve the Council's Investment Policy in accordance with Financial Regulations. [Investment Policy.pdf](#)

#### 8.3 Ratification of Long-Term Investment

**RESOLVED** to ratify the new long-term investment with Lloyds Bank for a 12-month period in the amount of £211,381.24.

### 9. PLANNING MATTERS

**UTT/25/2665/FUL**

**Proposal:** Full planning permission to provide 1 no. new self-build dwelling (Class C3), parking, landscaping and removal of existing double garage to be replaced in front of existing host property

**Location:** Lavengro, Bardfield End Green, Thaxted, Essex CM6 3PY

**RESOLVED** to support under Neighbourhood Plan policy LSC04.

**UTT/25/2852/HHF & UTT/25/2853/LB**

**Proposal:** Proposed single storey rear extension with flat roof, alterations to existing kitchen structure (including revised gable end roof and glazing, addition of rooflights, revised flank wall window arrangement, change of external wall finish to timber cladding and creation of vaulted roof space) and associated landscaping

**Location:** Gladwyns Farm, Holders Green Road, Richmonds Green, Thaxted

The Council noted that Place Services' comments appear to have pre-empted the planning decision.

**RESOLVED** to support this application and to request that District Councillor Martin Foley call in this application due to concerns that Place Services' comments appear to have pre-empted the planning decision.

**UTT/25/2791/HHF**

**Proposal:** Front porch and hallway extension and proposed extension and conversion of existing garage to provide additional accommodation

**Location:** Sibleys, Sibleys Lane, Thaxted

**RESOLVED** to support this application.

**UTT/25/2788/LB**

**Proposal:** Replacement of 3 no. rear windows

**Location:** 44 Newbiggen Street, Thaxted

**RESOLVED** to support this application.

**UTT/25/2875/LB**

**Proposal:** Retention of underpinning work and associated repairs completed in 1997

**Location:** Whittakers, Richmonds Green, Thaxted

**RESOLVED** to support this application.

## **10. NEW DEVELOPMENT ADDRESSES TO NOTE**

The Council noted the following new development addresses:

**Site Address:** Allotments, Bardfield Road, Thaxted

- Plot 1 – 1 The Hedges, Bardfield Road, Thaxted, CM6 2LR

- Plot 2 – 2 The Hedges, Bardfield Road, Thaxted, CM6 2LR
- Plot 3 – 3 The Hedges, Bardfield Road, Thaxted, CM6 2LR
- Plot 4 – 4 The Hedges, Bardfield Road, Thaxted, CM6 2LR

The chairman also wished to give thanks to the CLT, Past and present in particular to thank the Clerk Dena Oxley and the previous Chairman Cllr Terry Frostick as their vision and dedication brought this project to life.

## **11. S106 REPRESENTATION – LAND OFF BURNS WAY, THAXTED**

Reference: Tees:00890000002605

The Clerk & Chairman provided a full verbal report regarding the history of this item, and considered what the proposed ceiling costs in relation to upcoming legal fees could be set at.

**RESOLVED** to approve ceiling costs up to £10,000 and for the Clerk to pursue action against previous advisors.

## **12. NEIGHBOURHOOD PLAN**

The Council received an update from the Neighbourhood Plan Steering Group.

## **13. FLY-PARKING AT CLAYPIT VILLAS**

The Council reviewed and considered submitting a formal request to Essex County Council for residents' permits/double yellow lines.

The item did not find approval from the Council.

## **14. SUPPORTING OUR RURAL COMMUNITIES – FUNDING REQUEST**

**RESOLVED** to return to the applicant with a grant application form for consideration in preparation for budget 2026/27.

## **15. CLERK'S REPORT**

The Council received the Clerk's report on recent activities and administrative matters. [Clerks Report November.pdf](#)

### **15.1 Internal Control Framework [THAXTED PARISH COUNCIL INTERNAL CONTROL FRAMEWORK.pdf](#)**

**RESOLVED** to note and approve the Internal Control Framework as presented. All Chairs of Committees are to consider which action they should take, if necessary, in relation to this new control framework.

### **15.2 Assertion 10 and Audit Compliance**

The Clerk outlined concerns regarding Assertion 10 and meeting compliance requirements in time for audit.

**RESOLVED** to await the Clerk's findings in relation to costs from Suffolk iCloud. It is agreed that Suffolk iCloud are best placed to make the necessary changes to the Council's current website in relation to all matters

connected to Assertion 10. Following this, the Council will consider the time and cost implications for further implementation over the coming months.

### **15.3 Agenda Item Request Form**

**RESOLVED** to approve the agenda item request form as presented. It is noted that the Cllrs often view their emails via their phone and therefore it is acceptable for the Cllrs to email the clerk/RFO/Assistant clerk with the necessary details for the form to be properly completed stored and distributed by the office.

### **16. CHAIRMAN'S REPORT**

The Council received the Chairman's report. [Chairs update.pdf](#)

Consideration needs to be given to the upcoming S106 agreement in relation to the CLT, the council are interested in the details of this and wish to understand further the impact of the agreement and how this ties in with the existing lease. The Chairman and the Clerk shall bring this item back to the council with the councils' comments in mind.

### **17. THE GUILDHALL CUSTODIAN'S REPORT**

The Council received the Guildhall Custodian's report for the period. [custodians report October 2025.pdf](#)

### **18. NET ZERO CARBON GRANT.**

**RESOLVED** to apply for solar panel installation on the public toilets. The Chairman and Clerk will work together to produce this grant application.

### **19. DRONE POLICY**

**RESOLVED** to approve the proposed Drone Policy for the Council as presented, with reference to the Windmill.

### **20. ITEMS FOR FUTURE CONSIDERATION**

J9 – (see detail directly under item 3) Cllr Jenna Perkins will liaise with Fleur Brookes from UDC to arrange suitable training dates.

No additional items were raised for future consideration.

### **21. DATE AND TIME OF NEXT MEETING**

The next Full Council meeting will be held on Thursday 11th December 2025 at 7:30 PM.

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## **PART II**

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded from the meeting during consideration of the following item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

### **22. WALNUT TREE MEADOW**

The Council discussed and considered the ongoing lease agreement for Walnut Tree Meadow.

Cllr Terry Frostick proposed to surrender the lease, seconded by Cllr Tom Breen

**RESOLVED** to surrender the lease for Walnut Tree Meadow.

**Voting:** 8 in favour, 1 against, 1 abstention. The proposal was carried.

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**Meeting closed at:** 21:30

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

Cllr Andrew Frater, Chairman of Thaxted Parish Council