



# THAXTED PARISH COUNCIL

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## MINUTES OF THE FULL COUNCIL MEETING

**Date:** Thursday, 9th October 2025

**Time:** 7:30 PM

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

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### PRESENT:

#### Councillors:

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

**In Attendance:** Dena Oxley (Parish Clerk & RFO)

### 1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from County Councillor Martin Foley.

**RESOLVED:** To note apologies from Cllr Martin Foley and to send him best wishes from the Parish Council.

### 2. DECLARATION OF INTERESTS

Cllr Tom Breen declared a pecuniary interest in planning application UTT/25/2856/FUL (agenda item 8.3) and confirmed he would leave the meeting during consideration of this item.

Cllr Victoria Knight declared a pecuniary interest in planning application UTT/25/2426/FUL (agenda item 8.2) and confirmed she would leave the meeting during consideration of this item.

### 3. PUBLIC PARTICIPATION

Victoria spoke as a member of the public in relation to planning application UTT/25/2426/FUL. She highlighted concerns regarding public rights of way and questioned why the cable route was proposed 15 metres into the field rather than closer to the hedge line. She also noted that there is another large solar application and invited members to attend a presentation at Pams Place on 23rd October at 2pm.

Tom spoke as a member of the public regarding planning application UTT/25/2506/LB, emphasising the importance of asbestos removal prior to any works commencing.

Both speakers then left the meeting.

### 4. APPROVAL OF MINUTES

**RESOLVED:** That the minutes of the Full Council meeting held on Thursday, 11th September 2025 be approved as a true and accurate record.

### 5. DISTRICT COUNCILLOR'S REPORT [Cllr Haynes Report 9th October.pdf](#)

The Council received a written report from District Councillor Richard Haynes. No report was received from County Councillor Martin Foley.

The Chairman highlighted items contained within Cllr Haynes' report, particularly matters relating to the school in connection with the amended Neighbourhood Plan.

The Chairman raised concerns regarding advertising materials for the local government reform, which state they are "sponsored by Essex County Council" and present the 3 authority solution as the only option when in fact they are paid for by council tax payers and there are at least 3 alternative proposals. The Chairman requested that the Clerk write to Cllr Foley to address this matter.

**RESOLVED:** That the Clerk write to County Councillor Foley regarding the incorrect sponsorship attribution on local government reform advertising materials.

The Chairman informed the Council that the Zero Carbon Community Grant currently holds some available funds. The Vice-Chair, Cllr Knight, remarked on the running costs and long-term maintenance considerations of EV charging points, including usage data from London boroughs which is proving lower than expected. It was suggested that solar panels at the toilet block might contribute to carbon offset goals.

**RESOLVED:** That the Clerk obtain quotes and seek advice regarding solar panel installation at the toilet block in preparation for the upcoming meeting, noting that the grant deadline is early December.

### 6. COUNTY COUNCILLOR'S REPORT

No report was received from County Councillor Martin Foley due to his apologies.

### 7. FINANCE MATTERS

#### 7.1 External Auditor Report

The Council received and noted the Annual Return from the External Auditor for the year ended 31st March 2025.

**RESOLVED:** To note the External Auditor's report. [EX0246 S3.pdf](#)  
[Public notice of completion of External Audit .pdf](#)

## 7.2 Approval of Payments

The RFO presented a schedule of payments for approval. The RFO certified that all invoices listed have been examined, verified and certified in accordance with the Council's Financial Regulations. [Dual signature report September 2025.pdf](#)

**RESOLVED:** That the schedule of payments as presented by the RFO be approved.

## 8. PLANNING MATTERS

*Cllr Victoria Knight and Cllr Tom Breen left the meeting during consideration of UTT/25/2426/FUL.*

### 8.1 UTT/25/2587/HHF

Proposed part two storey, part single storey extension (Previously approved under UTT/22/3206/HHF)  
Location: Chelmer House, The Drive

**RESOLVED:** To support the application.

### 8.2 UTT/25/2426/FUL

The installation and operation of an underground high voltage electrical cable and associated works required to connect Cutlers Solar Farm to the electricity grid.

Location: Land Located Between Thaxted Substation and The Cutlers Solar Farm Site, Cutlers Green Lane

**RESOLVED:** To accept the application with the following comments: that the cables should be aligned with the hedge line and not 15 metres into the field.

*Cllr Victoria Knight and returned to the meeting.*

### 8.2 UTT/25/2506/LB

Proposed relocation of kitchen from the rear extension to front room, reconfiguration of rear extension rooms and replacement of asbestos roof on rear extension.

Location: 1 Stoney Lane, Thaxted

*Cllr Tom Breen returned to the meeting*

**RESOLVED:** To support the application.

## 9. NEIGHBOURHOOD PLAN [NPSG report to TPC - October.pdf](#)

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

## 10. FULL PARISH FORUM FEEDBACK

Councillors Perkins and Silver reported on their attendance at the Full Parish Forum on 29th September 2025. They provided a presentation on the Neighbourhood Plan and noted that Debden is in receipt of around £5,000 from Uttlesford District Council in support of their emerging Neighbourhood Plan. The second part of the forum focused on devolution and discussions regarding an extra layer of governance between the devolved council (Essex) and Parish Councils. Overall it was an interesting forum.

**RESOLVED:** To note the feedback from the Full Parish Forum.

## **11. CAR PARKS**

### **11.1 Working Party Update**

The working party reported that they have met several times to discuss ongoing car park matters, including car parking patrols. The working party has noted a fair number of vehicles parked for long periods, including airport parking and vehicles being stored as part of business operations. The Clerk has been working closely with UDC enforcement, informing them of vehicles that have overstayed, however beyond that there is little that we are able to do. The working party will be putting proposals to Full Council in January 2026, including parking suggestions and signage recommendations.

**RESOLVED:** To note the car parks working party update and to receive proposals in January 2026.

## **12. STOPPING UP OF COPTHALL LANE**

Cllr Knight reported that the costs associated with stopping up Copthall Lane are in excess of £4,000. The Council might be exempt if eligible, but the road would need to be retained. This would mean the Parish Council would pick up the liability for maintaining it; however, as it would not be an adopted road, the maintenance standards would be at a low level. Cllr Breen asked whether the area would be downgraded to a bridleway or footpath. Cllr Knight responded that it would need to remain a public highway, Cllr Breen highlighted that the ongoing costs could be significant in the future, Cllr Breen asks the Council to be cautious.

**RESOLVED:** That Cllr Knight investigates the exemption eligibility and reports back to the Council.

## **13. SPEED WATCH**

Cllr Egan reported that there are 13 volunteers participating in Speed Watch, meeting fortnightly. Vehicles are being regularly reported. The next Speed Watch session is scheduled for 2pm next Friday. The Council now has two speed guns. It was also noted that since the community Speed Watch initiative began, the police have also conducted their own speed watch campaign in Thaxted.

**RESOLVED:** To note the Speed Watch report.

## **14. WAYFINDER GRANT FOR UDC**

Cllr Breen reported on the small pot of money available for Wayfinding. He has been working in collaboration with local groups and has suggestions including John Webb's Windmill Walk.

**RESOLVED:** To note the information regarding the Wayfinder Grant.

## **15. J9 AWARENESS TRAINING AND SAFE SPACE ACCREDITATION [J9 Brief - January 2025.pdf](#)**

**RESOLVED:** To support the principle of J9 Awareness Training and Safe Space Accreditation and to send four councillors (Cllrs J Perkins, R Silver, T Breen and N Tisseyre) to the training, with a view to receiving feedback on feasibility at the next meeting.

## 16. RETURN OF EQUIPMENT

The Clerk requested that out-of-date equipment from former councillors be returned once no longer in use.

**RESOLVED:** To note the Clerk's request and to provide Cllr Frostick with a new laptop.

## 17. CLERK'S REPORT [Clerks Report October 2025.pdf](#)

The Clerk presented her report on recent activities and administrative matters. The report highlighted a material inaccuracy in reference to the notice board that needs correcting, as the library does not in fact have keys. The clerk apologies for the inaccuracy which shall be redacted. There was discussion in the report about the market, and the Council is keen to know where else markets might be held.

**17.1** The Council considered the service from HIVE, including Assertion 10 compliance at the professional package costing £997 per year.

**RESOLVED:** Not to adopt the HIVE package.

## 18. CHAIRMAN'S REPORT

The Chairman reported that he and Cllr Young attended the Parish Planning meeting, which was very unprepared with no agenda. They raised the Section 106 item and spent considerable time discussing new government devolution. There's also been dialogue regarding vegetation encroaching onto the highways around Margaret Street, which does not fall within our remit of responsibility. The Chairs of the committees met to discuss the future needs of the Council, which the Chairman will be discussing with the Clerk shortly. Finally, the Chairman expressed thanks to Cllr Young regarding the reinstatement of the yellow lines.

**RESOLVED:** To note the Chairman's report.

## 19. THE GUILDHALL CUSTODIAN'S REPORT [custodians report sept 2025.pdf](#)

The Council received the Custodian's report for the period.

**RESOLVED:** To note the Guildhall Custodian's report.

## 20. ITEMS FOR FUTURE CONSIDERATION

The following items were noted for inclusion on future agendas:

- Additional gym equipment quotes - Assets Committee
- Communications Policy Update - Finance Committee
- BYO Device Policy - Finance Committee
- Remote Meeting Policy
- Street Naming Policy
- Drone Policy
- Net Zero Carbon Grant
- J9 accreditation feasibility

- Stopping up order Copthall lane

## 21. DATE AND TIME OF NEXT MEETING

The next Full Council meeting will be held on **Thursday, 6th November 2025** at 7:30 PM.

The meeting closed at [time].

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

Chairman