

## Meeting Minutes

1. **Present:** Councillors: George Stephenson, Bryony Johnson, Derek Burrows Clerk: Sarah Burrows
2. **Apologies:** Chair: Paul Weaver, Councillors: Chris O'Malley, Mark Hiles
3. **Code of Conduct:** The Vice Chair reminded Councillors of the code of conduct requirements under the Localism Act of 2011
4. **Consideration of Dispensations:** None
5. **Approved Meeting Minutes:** Council approved the minutes of the Extraordinary Meeting on the 26<sup>th</sup> March 2025, the May 2025 PC meeting, the AGM and the APM on the 22<sup>nd</sup> May 2025
6. **Finance:** The Council reviewed the asset purchase of a replacement ride on lawnmower and decided not to move forward with it as it will only be used for the Church Yard and that this can currently be covered by a contractor.

### The Clerk

- a) Confirmed that Xero Accountancy Software is up and running with data input from the start of the current financial year
- b) Presented the year end accounts, annual governance statement and AGAR submission for 2024/25 which were approved by the Council
  - See Appendix A
- c) Updated the Council on the transactions for this financial year to date, tracked against budget and transaction codes.
  - See Appendix B
- d) Presented the recent VAT return submitted for the financial year 2024/25
  - See Appendix C
- e) Showed invoices raised to recover costs from the Amenities Committee in respect of the Village Hall from January 2024

- See Appendix D

- f) Submitted purchase invoices and ongoing regular payments for the remainder of the year – all were approved

- See Appendix E

## 7. **Clerks Report:**

- a) New process in place for booking and invoicing for the Reading Room enabling clearer tracking
- b) Annual Playground Inspection due in July 2025
- c) Barley Mow Community Asset due for renewal in December 2025
- d) Updated accessible PC website required to be in place by the end of March 2026
- e) Many constitutional documents require reviewing
- f) HMRC Rules & Responsibilities defined
- g) Oxfordshire History Centre in Cowley available for storing historical PC documentation in a safe, temperature-controlled environment
- h) The Council has agreed the Civility & Respect Pledge

- 8. **Planning:** Ref: 25/01386/TCA 10 New College Square. Application for tree works. The council have no objections.

- 9. **Deferred:** Ardley Rail Freight Terminal – no update

- a) Village Parking – no update
- b) Fibre Broadband – ongoing project. Gigaclear is now available at the top of Orchard Lane

## 10. **New Business:**

- a) S106 Allocation / phase 1 traffic mitigation funding postponed until the next meeting due to the unavailability of key personnel



**Location:** UH Village Hall



**Date:** 12<sup>th</sup> June 2025



**Time:** 7:15pm – 9:00pm

- b) 2025/26 planning; Upper Heyford Community Plan
- c) Parish Event Calendar
- d) Discuss how the money held within the Community Fund can be best utilised for the Parish
- e) Replacing the dead Oak Tree planted in commemoration of the Queen's Platinum Jubilee
- f) Purchase a replacement flag for the Village Hall as the current one is now looking tatty
- g) Review Parish Clerks hours and salary and laptop purchase
- h) Review Graham Wilson's proposal for a village 'library' in the Bus Stop on Somerton Road

**Dates of Next Meeting:** 17<sup>th</sup> July, 11<sup>th</sup> September, 9<sup>th</sup> October, 20<sup>th</sup> November

## Action Items

Action items	Owner(s)	Deadline	Status
Allens Lane drainage/car park	Mark Thielke	TBC	Mark to update the council on next steps
Reading Room Parking Signage	Sarah Burrows	ASAP	Councillors agreed the wording and approved of the costs. Sign to be ordered and erected
S106 Allocation / phase 1 traffic mitigation funding	Parish Council	17 <sup>th</sup> July 2025	Jo Allen & Cllr Gareth Epps to attend the next PC meeting with an update
Village Ground / Tree Maintenance	Chris O'Malley	17 <sup>th</sup> July 2025	Chris O'Malley to continue to chase for the additional quote for maintaining the lime trees on High Street.
Blandford Fly	Sarah Burrows	30 <sup>th</sup> May 2025	Too late for any action this year, follow up with Steeple Aston PC to see what was put in place and how we can join next year.
Nipperkin Cottage	Sarah Burrows	Ongoing	Contact a solicitor to obtain a statutory declaration to enable the PC to register the site with the Land Registry
Reading Room	Jo Allen	Ongoing	Awaiting update. Clerk to contact Jo for an update
Source a copy of the lease for the VH	Ian Lough Scott	ASAP	Awaiting an update. Sarah to contact Ian for an update
Green Scythe	Derek Burrows	ASAP	Ask Green Scythe to treat the stinging nettles and weeds around the children's playground
The Future of the VH	VH Trustees	Ongoing	The VH Trustees to decide where it could be possible for the PC to become Sole Trustee, Custodian Trustee or continue to have the AMC Committee run the VH on their behalf
Annual Playground Inspection	Sarah Burrows	End of July	Organise the annual ROSPA inspection and find a contractor to conduct quarterly inspections

# Upper Heyford Parish Council



**Location:** UH Village Hall



**Date:** 12<sup>th</sup> June 2025



**Time:** 7:15pm – 9:00pm

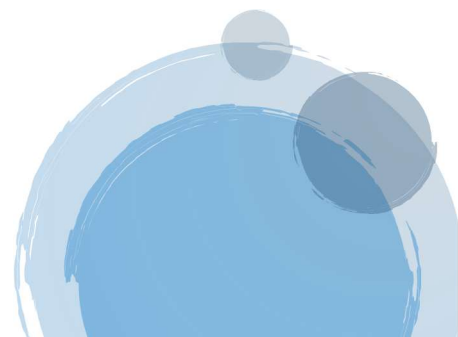
UHPC Website	Sarah Burrows	Ongoing	Speak with OALC for hosting approved website, clerk and councillors email addresses
The Barley Mow	Sarah Burrows	December 2025	Renew Community Asset status
Constitutional Documents	Sarah Burrows	September 2025	Review constitutional documentation
Oxfordshire History Centre	Sarah Burrows	Ongoing	Explore the possibility of storing historic Parish documentation here

**Signed**

**Paul Weaver, Chair**

**Sarah Burrows, Parish Clerk**

# **Appendix A**



Upper Heyford Parish Council

Accounts

Year ended 31 March 2025



## Upper Heyford Parish Council

### Income and expenditure account for the year ended 31 March 2025

		2025		2024	
		£	£	£	£
<b><u>Income</u></b>					
	Cherwell District Council Precept		14,723		10,911
	Cemetery fees		385		1,462
	Interest received		1,786		1,703
	Hire fees		3,649		2,683
	Grant income		23,000		40,075
	Fundraising income		-		-
	Other income		24		22
			<u>43,567</u>		<u>56,856</u>
<b><u>Expenditure</u></b>					
	Landscaping and cemetery	13,591		8,070	
	Reading room	2,692		3,182	
	Parish clerk salary	750		1,500	
	Insurance	1,769		1,730	
	Dog bins	515		801	
	Accountancy and internal audit	950		800	
	Valley news	-		176	
	Playground inspection	168		161	
	Bank charges	71		72	
	Subscriptions	307		366	
	MCNP	1,095		7,764	
	Cleaning fees	405		420	
	Repairs	325		60	
	Fire services	54		-	
	Heat Upper Heyford	10,619		20,331	
	Event costs	185		531	
	Election fees	37		100	
	External audit	1,523		48	
	Depreciation	1,575		1,575	
	Adjustment re prior VAT	(495)		1,158	
			(36,136)		(48,845)
			<u>7,431</u>		<u>8,011</u>



## Upper Heyford Parish Council

### Statement of assets and liabilities as at 31 March 2025

		2025		2024	
		£	£	£	£
<b>Debtors</b>	VAT recoverable		4,280		6,339
	Other debtors		2,100		-
			<u>6,380</u>		<u>6,339</u>
<b>Bank</b>	Current account	27,815		19,135	
	Business reserve	67,813		66,027	
	Post Office	<u>20</u>		<u>20</u>	
			95,648		85,182
<b>Fixed Assets</b>			2,576		4,152
<b>Total assets</b>			<u>104,604</u>		<u>95,673</u>
<b>Less: Creditors</b>			(3,800)		(2,300)
<b>Net assets</b>			<u><u>100,804</u></u>		<u><u>93,373</u></u>

Represented by:

#### Cumulative Fund

Balance brought forward		93,373		85,361
Income	43,567		56,856	
Expenditure	<u>(36,136)</u>		<u>(48,845)</u>	
		7,431		8,011
Balance carried forward		<u><u>100,804</u></u>		<u><u>93,373</u></u>

We are satisfied that the accounts represent fairly the financial position of the authority as at 31 March 2025 and reflects its income and expenditure for the year then ended.

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Date of approval by Council

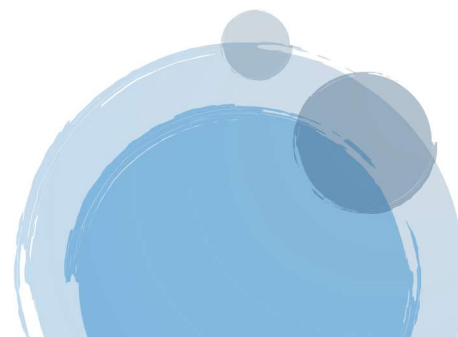
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Chairman

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Responsible Financial Officer

# **Appendix B**



# Account Transactions

## Upper Heyford Parish Council

For the period 1 April 2025 to 30 June 2025

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
<b>Accounts Payable</b>								
<b>Opening Balance</b>				-	<b>666.24</b>	<b>666.24</b>	-	-
1 Apr 2025	Payable Invoice	Bryony Rowcliffe		-	14.00	680.24	14.00	-
1 Apr 2025	Payable Invoice	Oxfordshire Association of Local Councils	5573	-	216.00	896.24	216.00	-
1 Apr 2025	Payable Invoice	MCNP Forum	Parish Fees 2024/25	-	315.00	1,211.24	315.00	-
1 Apr 2025	Payable Invoice	Cherwell District Council	20022210	-	308.88	1,520.12	308.88	-
2 Apr 2025	Payable Invoice	EDF Energy	KI-CCD54C5B-0009	-	73.00	1,593.12	73.00	-
4 Apr 2025	Payable Invoice	Castle Water Ltd	10006036012	-	20.17	1,613.29	20.17	-
4 Apr 2025	Payable Payment	Payment: Charlie Henry	Re-Charge Draught Busters	499.07	-	1,114.22	(499.07)	-
4 Apr 2025	Payable Invoice	BT	M020 WH	-	69.91	1,184.13	69.91	-
4 Apr 2025	Payable Payment	Payment: Blue Monkey Tribe Ltd t/a Blue Monkey Trees	BBC73F-0586	420.00	-	764.13	(420.00)	-
5 Apr 2025	Payable Invoice	K B Probbits	12	-	300.00	1,064.13	300.00	-
8 Apr 2025	Payable Invoice	Castle Water Ltd	10006101044	-	117.94	1,182.07	117.94	-
18 Apr 2025	Payable Payment	Payment: BT	M020 WH	69.91	-	1,112.16	(69.91)	-
22 Apr 2025	Payable Payment	Payment: Castle Water Ltd	10006036012	20.17	-	1,091.99	(20.17)	-
23 Apr 2025	Payable Payment	Payment: K B Probbits	12	300.00	-	791.99	(300.00)	-
27 Apr 2025	Payable Invoice	Miss Kim Laing	17	-	45.00	836.99	45.00	-
30 Apr 2025	Payable Invoice	Green Scythe Ltd	17798	-	1,105.99	1,942.98	1,105.99	-
1 May 2025	Payable Invoice	Charlie Henry	Re-Charge Draught Busters	-	499.07	2,442.05	499.07	-
1 May 2025	Payable Payment	Payment: EDF Energy	KI-CCD54C5B-0009	73.00	-	2,369.05	(73.00)	-
2 May 2025	Payable Payment	Payment: MCNP Forum	Parish Fees 2024/25	315.00	-	2,054.05	(315.00)	-
4 May 2025	Payable Invoice	BT	M021 &3	-	69.91	2,123.96	69.91	-
4 May 2025	Payable Invoice	K B Probbits	15	-	300.00	2,423.96	300.00	-

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
6 May 2025	Payable Payment	Payment: Bryony Rowcliffe		14.00	-	2,409.96	(14.00)	-
6 May 2025	Payable Payment	Payment: Oxfordshire Association of Local Councils	5573	216.00	-	2,193.96	(216.00)	-
6 May 2025	Payable Payment	Payment: Rockland Electrical (UK) Ltd	Zettle 184	41.50	-	2,152.46	(41.50)	-
6 May 2025	Payable Invoice	EDF Energy	KI-CCD54C5B-0010	-	344.42	2,496.88	344.42	-
6 May 2025	Payable Payment	Payment: Miss Kim Laing	17	45.00	-	2,451.88	(45.00)	-
6 May 2025	Payable Payment	Payment: Cherwell District Council	20022210	308.88	-	2,143.00	(308.88)	-
7 May 2025	Payable Invoice	Castle Water Ltd	10006360988	-	18.10	2,161.10	18.10	-
12 May 2025	Payable Invoice	Greenbarnes Ltd	19127	-	1,309.48	3,470.58	1,309.48	-
15 May 2025	Payable Payment	Payment: Greenbarnes Ltd	19127	1,309.48	-	2,161.10	(1,309.48)	-
15 May 2025	Payable Payment	Payment: K B Probbits	15	300.00	-	1,861.10	(300.00)	-
18 May 2025	Payable Payment	Payment: BT	M021 &3	69.91	-	1,791.19	(69.91)	-
21 May 2025	Payable Payment	Payment: Castle Water Ltd	10006360988	18.10	-	1,773.09	(18.10)	-
21 May 2025	Payable Payment	Payment: Castle Water Ltd	10006101044	117.94	-	1,655.15	(117.94)	-
27 May 2025	Payable Invoice	Oxfordshire Association of Local Councils	W-3841	-	138.00	1,793.15	138.00	-
27 May 2025	Payable Invoice	Oxfordshire Association of Local Councils	W3843	-	138.00	1,931.15	138.00	-
28 May 2025	Payable Invoice	Equans Services Ltd	1800173495	-	18,369.60	20,300.75	18,369.60	-
30 May 2025	Payable Invoice	Derek Burrows	Turney Group	-	47.92	20,348.67	47.92	-
30 May 2025	Payable Invoice	K B Probbits	17	-	300.00	20,648.67	300.00	-
2 Jun 2025	Payable Invoice	EDF Energy	KI-CCD54C5B-0011	-	344.42	20,993.09	344.42	-
2 Jun 2025	Payable Invoice	EDF Energy	KI-96F390E7-0011	-	136.86	21,129.95	136.86	-
2 Jun 2025	Payable Payment	Payment: EDF Energy	KI-CCD54C5B-0010	344.42	-	20,785.53	(344.42)	-
4 Jun 2025	Payable Invoice	BT	M022 3Q	-	69.91	20,855.44	69.91	-
9 Jun 2025	Payable Payment	Payment: Cherwell District Council	3032374	204.74	-	20,650.70	(204.74)	-
18 Jun 2025	Payable Payment	Payment: BT	M022 3Q	69.91	-	20,580.79	(69.91)	-
<b>Total Accounts Payable</b>				<b>4,757.03</b>	<b>24,671.58</b>	<b>20,580.79</b>	<b>19,914.55</b>	-
<b>Closing Balance</b>				-	<b>20,580.79</b>	<b>20,580.79</b>	-	-

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
<b>Accounts Receivable</b>								
<b>Opening Balance</b>				-	-	-	-	-
2 Jun 2025	Receivable Invoice	MCNP Forum	FAO Martin Lipson	120.00	-	120.00	120.00	-
10 Jun 2025	Receivable Invoice	Amenities Committee	INV-0006	346.85	-	466.85	346.85	-
10 Jun 2025	Receivable Invoice	Amenities Committee	INV-0005	335.04	-	801.89	335.04	-
10 Jun 2025	Receivable Invoice	Amenities Committee	INV-0004	622.80	-	1,424.69	622.80	-
10 Jun 2025	Receivable Invoice	Amenities Committee	INV-0003	330.00	-	1,754.69	330.00	-
<b>Total Accounts Receivable</b>				<b>1,754.69</b>	-	<b>1,754.69</b>	<b>1,754.69</b>	-
<b>Closing Balance</b>				<b>1,754.69</b>	-	<b>1,754.69</b>	-	-
<b>Asset</b>								
<b>Opening Balance</b>				<b>162,164.00</b>	-	<b>162,164.00</b>	-	-
2 Apr 2025		Disposal of asset FA-0021 on 2 Apr 2025		1,814.00	-	163,978.00	1,814.00	-
2 Apr 2025		Disposal of asset FA-0021 on 2 Apr 2025		-	1,814.00	162,164.00	(1,814.00)	-
12 May 2025	Payable Invoice	Greenbarnes Ltd - Noticeboard for Allens Lane	19127	1,091.23	-	163,255.23	1,309.48	218.25
<b>Total Asset</b>				<b>2,905.23</b>	<b>1,814.00</b>	<b>163,255.23</b>	<b>1,309.48</b>	<b>218.25</b>
<b>Closing Balance</b>				<b>163,255.23</b>	-	<b>163,255.23</b>	-	-
<b>Bank Fees</b>								
30 Apr 2025	Spend Money	Unity Trust Bank		6.00	-	6.00	6.00	-
31 May 2025	Spend Money	Unity Trust Bank		6.00	-	12.00	6.00	-
<b>Total Bank Fees</b>				<b>12.00</b>	-	<b>12.00</b>	<b>12.00</b>	-
<b>Charitable and Political Donations</b>								
14 Apr 2025	Receive Money	J Lince		-	650.00	(650.00)	(650.00)	-
<b>Total Charitable and Political Donations</b>				-	<b>650.00</b>	<b>(650.00)</b>	<b>(650.00)</b>	-
<b>Draught Busters</b>								
<b>Opening Balance</b>				-	<b>3,000.00</b>	<b>3,000.00</b>	-	-

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
1 May 2025	Payable Invoice	Charlie Henry - Screwfix Invoice A20665761497 05.02.2025	Re-Charge Draught Busters	107.95	-	2,892.05	(129.54)	(21.59)
1 May 2025	Payable Invoice	Charlie Henry - Screwfix Invoice A20665761497 05.02.2025	Re-Charge Draught Busters	0.44	-	2,891.61	(0.44)	-
1 May 2025	Payable Invoice	Charlie Henry - Bicester print invoice BIC27780 31.10.2024	Re-Charge Draught Busters	51.20	-	2,840.41	(51.20)	-
1 May 2025	Payable Invoice	Charlie Henry - Screwfix Invoice A20015054064 05.12.2024	Re-Charge Draught Busters	90.79	-	2,749.62	(108.95)	(18.16)
1 May 2025	Payable Invoice	Charlie Henry - Screwfix Invoice A20098820883 13.12.2024	Re-Charge Draught Busters	48.29	-	2,701.33	(57.95)	(9.66)
1 May 2025	Payable Invoice	Charlie Henry - Must Have Ideas	Re-Charge Draught Busters	9.74	-	2,691.59	(9.74)	-
1 May 2025	Payable Invoice	Charlie Henry - Screwfix Invoice 9645395138 04.11.2024	Re-Charge Draught Busters	117.65	-	2,573.94	(141.18)	(23.53)
<b>Total Draught Busters</b>				<b>426.06</b>	<b>-</b>	<b>2,573.94</b>	<b>(499.00)</b>	<b>(72.94)</b>
<b>Closing Balance</b>				<b>-</b>	<b>2,573.94</b>	<b>2,573.94</b>	<b>-</b>	<b>-</b>
<b>Football Pitch Expenses</b>								
30 Apr 2025	Payable Invoice	Green Scythe Ltd - April grass cutting - football pitch	17798	175.00	-	175.00	210.00	35.00
<b>Total Football Pitch Expenses</b>				<b>175.00</b>	<b>-</b>	<b>175.00</b>	<b>210.00</b>	<b>35.00</b>
<b>General Expenses</b>								
1 Apr 2025	Payable Invoice	Cherwell District Council - Half Yearly charge for emptying dog bins. Cost includes 10% admin fee. 5 dog bins	20022210	257.40	-	257.40	308.88	51.48
<b>Total General Expenses</b>				<b>257.40</b>	<b>-</b>	<b>257.40</b>	<b>308.88</b>	<b>51.48</b>
<b>Ground Maintenance</b>								
5 Apr 2025	Payable Invoice	K B Probbits - 21.03.2025 Cemetary mowed & strimmed	12	150.00	-	150.00	150.00	-
5 Apr 2025	Payable Invoice	K B Probbits - 04.04.2025 Cemetary mowed & strimmed	12	150.00	-	300.00	150.00	-
30 Apr 2025	Payable Invoice	Green Scythe Ltd - April grass cutting	17798	746.66	-	1,046.66	895.99	149.33
4 May 2025	Payable Invoice	K B Probbits - 18.04.2025 Cemetery mowed & strimmed	15	150.00	-	1,196.66	150.00	-

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
4 May 2025	Payable Invoice	K B Probbits - 02.05.2025 Cemetery mowed & strimmed	15	150.00	-	1,346.66	150.00	-
30 May 2025	Payable Invoice	Derek Burrows - Re-charge of Turney Group invoice number 303454 for a new battery for the ride on Lawnmower	Turney Group	39.93	-	1,386.59	47.92	7.99
30 May 2025	Payable Invoice	K B Probbits - 16.05.2025 Cemetery mowed & strimmed	17	150.00	-	1,536.59	150.00	-
30 May 2025	Payable Invoice	K B Probbits - 30.05.2025 Cemetery mowed & strimmed	17	150.00	-	1,686.59	150.00	-
<b>Total Ground Maintenance</b>				<b>1,686.59</b>	<b>-</b>	<b>1,686.59</b>	<b>1,843.91</b>	<b>157.32</b>
<b>Heat Upper Heyford</b>								
<b>Opening Balance</b>				-	-	-	-	-
28 May 2025	Payable Invoice	Equans Services Ltd - Development of Interim Feasibility Study in accordance with Proposal (HUH-EQNS-01-SFQ-002)	1800173495	15,308.00	-	(15,308.00)	(18,369.60)	(3,061.60)
<b>Total Heat Upper Heyford</b>				<b>15,308.00</b>	<b>-</b>	<b>(15,308.00)</b>	<b>(18,369.60)</b>	<b>(3,061.60)</b>
<b>Closing Balance</b>				<b>15,308.00</b>	<b>-</b>	<b>(15,308.00)</b>	<b>-</b>	<b>-</b>
<b>Historical Adjustment</b>								
<b>Opening Balance</b>				-	<b>214,257.68</b>	<b>214,257.68</b>	-	-
1 May 2025	Payable Invoice	Charlie Henry - Adjustment	Re-Charge Draught Busters	0.02	-	214,257.66	(0.02)	-
1 May 2025	Payable Invoice	Charlie Henry - Adjustment	Re-Charge Draught Busters	0.02	-	214,257.64	(0.02)	-
<b>Total Historical Adjustment</b>				<b>0.04</b>	<b>-</b>	<b>214,257.64</b>	<b>(0.04)</b>	<b>-</b>
<b>Closing Balance</b>				<b>-</b>	<b>214,257.64</b>	<b>214,257.64</b>	<b>-</b>	<b>-</b>
<b>MCNP</b>								
1 Apr 2025	Payable Invoice	MCNP Forum - MCNP Parish Fees 2024/25	Parish Fees 2024/25	315.00	-	315.00	315.00	-

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
2 Jun 2025	Receivable Invoice	MCNP Forum - Re-charge of rCOH Ltd invoice number 1530 for 1 day of additional support regarding the Mid Cherwell Neighbourhood Plan Review	FAO Martin Lipson	-	100.00	215.00	(120.00)	(20.00)
<b>Total MCNP</b>				<b>315.00</b>	<b>100.00</b>	<b>215.00</b>	<b>195.00</b>	<b>(20.00)</b>
<b>Precept</b>								
9 Apr 2025	Receive Money	Cherwell District Council		-	6,246.00	6,246.00	6,246.00	-
<b>Total Precept</b>				<b>-</b>	<b>6,246.00</b>	<b>6,246.00</b>	<b>6,246.00</b>	<b>-</b>
<b>Professional Fees</b>								
1 Apr 2025	Payable Invoice	Bryony Rowcliffe - Re-imburse Bryony Rowcliffe fpr land & property search		14.00	-	14.00	14.00	-
<b>Total Professional Fees</b>				<b>14.00</b>	<b>-</b>	<b>14.00</b>	<b>14.00</b>	<b>-</b>
<b>Reading Room Expenses</b>								
2 Apr 2025	Payable Invoice	EDF Energy - Charges 01.03.2025 - 31.03.2025 Paid by monthly direct debit	KI-CCD54C5B-0009	69.52	-	69.52	73.00	3.48
4 Apr 2025	Payable Invoice	Castle Water Ltd - Water for the Reading Room	10006036012	7.56	-	77.08	9.07	1.51
4 Apr 2025	Payable Invoice	Castle Water Ltd - Waste for Reading Room	10006036012	11.10	-	88.18	11.10	-
27 Apr 2025	Payable Invoice	Miss Kim Laing - Reading Room Cleaning	17	15.00	-	103.18	15.00	-
1 May 2025	Spend Money	EDF Energy		287.02	-	390.20	344.42	57.40
6 May 2025	Payable Invoice	EDF Energy - Charges 01.04.2025 - 30.04.2025 Paid by monthly direct debit	KI-CCD54C5B-0010	328.02	-	718.22	344.42	16.40
7 May 2025	Payable Invoice	Castle Water Ltd - Water for the Reading Room	10006360988	5.55	-	723.77	6.66	1.11
7 May 2025	Payable Invoice	Castle Water Ltd - Waste for Reading Room	10006360988	11.44	-	735.21	11.44	-



DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
2 Jun 2025	Payable Invoice	EDF Energy - Charges 01.05.2025 - 31.05.2025 Paid by monthly direct debit	KI-CCD54C5B-0011	328.02	-	1,063.23	344.42	16.40
<b>Total Reading Room Expenses</b>				<b>1,063.23</b>	<b>-</b>	<b>1,063.23</b>	<b>1,159.53</b>	<b>96.30</b>
<b>Reading Room Rental</b>								
1 Apr 2025	Receive Money	B Parsons		-	160.00	160.00	160.00	-
30 Apr 2025	Receive Money	Heyfords WI		-	64.00	224.00	64.00	-
6 May 2025	Receive Money	A Woodard		-	100.00	324.00	100.00	-
6 May 2025	Receive Money	D Estehoare Rebecca		-	312.00	636.00	312.00	-
6 May 2025	Receive Money	A Chadwick		-	24.00	660.00	24.00	-
9 May 2025	Receive Money	K Tomlin		-	24.00	684.00	24.00	-
13 May 2025	Receive Money	Ian Lough-Scott		-	40.00	724.00	40.00	-
27 May 2025	Receive Money	K Appleton		-	55.00	779.00	55.00	-
<b>Total Reading Room Rental</b>				<b>-</b>	<b>779.00</b>	<b>779.00</b>	<b>779.00</b>	<b>-</b>
<b>Rounding</b>								
<b>Opening Balance</b>				-	-	-	-	-
1 May 2025	Payable Invoice	Charlie Henry	Re-Charge Draught Busters	0.03	-	(0.03)	(0.03)	-
<b>Total Rounding</b>				<b>0.03</b>	<b>-</b>	<b>(0.03)</b>	<b>(0.03)</b>	<b>-</b>
<b>Closing Balance</b>				<b>0.03</b>	<b>-</b>	<b>(0.03)</b>	<b>-</b>	<b>-</b>
<b>Staff Training</b>								
27 May 2025	Payable Invoice	Oxfordshire Association of Local Councils - Roles & Responsibilities Training for Sarah Burrows on 24th June 2025	W-3841	115.00	-	115.00	138.00	23.00
27 May 2025	Payable Invoice	Oxfordshire Association of Local Councils - New Clerks Training for Sarah Burrows on 3rd June 2025	W3843	115.00	-	230.00	138.00	23.00
<b>Total Staff Training</b>				<b>230.00</b>	<b>-</b>	<b>230.00</b>	<b>276.00</b>	<b>46.00</b>
<b>Subscriptions</b>								

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
1 Apr 2025	Payable Invoice	Oxfordshire Association of Local Councils - Parish Council annual subscription	5573	180.00	-	180.00	216.00	36.00
<b>Total Subscriptions</b>				<b>180.00</b>	<b>-</b>	<b>180.00</b>	<b>216.00</b>	<b>36.00</b>

### Upper Heyford Parish Council

<b>Opening Balance</b>				<b>27,814.59</b>	<b>-</b>	<b>27,814.59</b>	<b>-</b>	<b>-</b>
1 Apr 2025	Receive Money	B Parsons		160.00	-	27,974.59	160.00	-
4 Apr 2025	Payable Payment	Payment: Charlie Henry	Re-Charge Draught Busters	-	499.07	27,475.52	(499.07)	-
4 Apr 2025	Payable Payment	Payment: Blue Monkey Tribe Ltd t/a Blue Monkey Trees	BBC73F-0586	-	420.00	27,055.52	(420.00)	-
9 Apr 2025	Receive Money	Cherwell District Council		6,246.00	-	33,301.52	6,246.00	-
14 Apr 2025	Receive Money	J Lince		650.00	-	33,951.52	650.00	-
18 Apr 2025	Payable Payment	Payment: BT	M020 WH	-	69.91	33,881.61	(69.91)	-
22 Apr 2025	Payable Payment	Payment: Castle Water Ltd	10006036012	-	20.17	33,861.44	(20.17)	-
23 Apr 2025	Payable Payment	Payment: K B Probbits	12	-	300.00	33,561.44	(300.00)	-
30 Apr 2025	Spend Money	Unity Trust Bank		-	6.00	33,555.44	(6.00)	-
30 Apr 2025	Receive Money	Heyfords WI		64.00	-	33,619.44	64.00	-
1 May 2025	Spend Money	EDF Energy		-	344.42	33,275.02	(344.42)	-
1 May 2025	Payable Payment	Payment: EDF Energy	KI-CCD54C5B-0009	-	73.00	33,202.02	(73.00)	-
2 May 2025	Payable Payment	Payment: MCNP Forum	Parish Fees 2024/25	-	315.00	32,887.02	(315.00)	-
6 May 2025	Payable Payment	Payment: Bryony Rowcliffe		-	14.00	32,873.02	(14.00)	-
6 May 2025	Payable Payment	Payment: Oxfordshire Association of Local Councils	5573	-	216.00	32,657.02	(216.00)	-
6 May 2025	Receive Money	A Woodard		100.00	-	32,757.02	100.00	-
6 May 2025	Receive Money	D Estehoare Rebecca		312.00	-	33,069.02	312.00	-
6 May 2025	Receive Money	A Chadwick		24.00	-	33,093.02	24.00	-
6 May 2025	Payable Payment	Payment: Rockland Electrical (UK) Ltd	Zettle 184	-	41.50	33,051.52	(41.50)	-
6 May 2025	Payable Payment	Payment: Miss Kim Laing	17	-	45.00	33,006.52	(45.00)	-
6 May 2025	Payable Payment	Payment: Cherwell District Council	20022210	-	308.88	32,697.64	(308.88)	-

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
9 May 2025	Receive Money	K Tomlin		24.00	-	32,721.64	24.00	-
13 May 2025	Receive Money	Ian Lough-Scott		40.00	-	32,761.64	40.00	-
15 May 2025	Payable Payment	Payment: Greenbarnes Ltd	19127	-	1,309.48	31,452.16	(1,309.48)	-
15 May 2025	Payable Payment	Payment: K B Probbits	15	-	300.00	31,152.16	(300.00)	-
18 May 2025	Payable Payment	Payment: BT	M021 &3	-	69.91	31,082.25	(69.91)	-
21 May 2025	Payable Payment	Payment: Castle Water Ltd	10006360988	-	18.10	31,064.15	(18.10)	-
21 May 2025	Payable Payment	Payment: Castle Water Ltd	10006101044	-	117.94	30,946.21	(117.94)	-
23 May 2025	Receive Money	Amenities Committee		196.00	-	31,142.21	196.00	-
27 May 2025	Receive Money	K Appleton		55.00	-	31,197.21	55.00	-
31 May 2025	Spend Money	Unity Trust Bank		-	6.00	31,191.21	(6.00)	-
2 Jun 2025	Payable Payment	Payment: EDF Energy	KI-CCD54C5B-0010	-	344.42	30,846.79	(344.42)	-
9 Jun 2025	Payable Payment	Payment: Cherwell District Council	3032374	-	204.74	30,642.05	(204.74)	-
18 Jun 2025	Payable Payment	Payment: BT	M022 3Q	-	69.91	30,572.14	(69.91)	-
<b>Total Upper Heyford Parish Council</b>				<b>7,871.00</b>	<b>5,113.45</b>	<b>30,572.14</b>	<b>2,757.55</b>	-
<b>Closing Balance</b>				<b>30,572.14</b>	<b>-</b>	<b>30,572.14</b>	<b>-</b>	-

**VAT**

<b>Opening Balance</b>				<b>111.50</b>	<b>-</b>	<b>(111.50)</b>	<b>-</b>	-
1 Apr 2025	Payable Invoice	Oxfordshire Association of Local Councils	5573	36.00	-	(147.50)	(36.00)	-
1 Apr 2025	Payable Invoice	Cherwell District Council	20022210	51.48	-	(198.98)	(51.48)	-
2 Apr 2025	Payable Invoice	EDF Energy	KI-CCD54C5B-0009	3.48	-	(202.46)	(3.48)	-
4 Apr 2025	Payable Invoice	Castle Water Ltd	10006036012	1.51	-	(203.97)	(1.51)	-
4 Apr 2025	Payable Invoice	BT	M020 WH	11.65	-	(215.62)	(11.65)	-
30 Apr 2025	Payable Invoice	Green Scythe Ltd	17798	184.33	-	(399.95)	(184.33)	-
1 May 2025	Payable Invoice	Charlie Henry	Re-Charge Draught Busters	72.94	-	(472.89)	(72.94)	-
1 May 2025	Spend Money	EDF Energy		57.40	-	(530.29)	(57.40)	-
4 May 2025	Payable Invoice	BT	M021 &3	11.65	-	(541.94)	(11.65)	-
6 May 2025	Payable Invoice	EDF Energy	KI-CCD54C5B-0010	16.40	-	(558.34)	(16.40)	-

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
7 May 2025	Payable Invoice	Castle Water Ltd	10006360988	1.11	-	(559.45)	(1.11)	-
12 May 2025	Payable Invoice	Greenbarnes Ltd	19127	218.25	-	(777.70)	(218.25)	-
27 May 2025	Payable Invoice	Oxfordshire Association of Local Councils	W-3841	23.00	-	(800.70)	(23.00)	-
27 May 2025	Payable Invoice	Oxfordshire Association of Local Councils	W3843	23.00	-	(823.70)	(23.00)	-
28 May 2025	Payable Invoice	Equans Services Ltd	1800173495	3,061.60	-	(3,885.30)	(3,061.60)	-
30 May 2025	Payable Invoice	Derek Burrows	Turney Group	7.99	-	(3,893.29)	(7.99)	-
2 Jun 2025	Payable Invoice	EDF Energy	KI-CCD54C5B-0011	16.40	-	(3,909.69)	(16.40)	-
2 Jun 2025	Payable Invoice	EDF Energy	KI-96F390E7-0011	6.52	-	(3,916.21)	(6.52)	-
2 Jun 2025	Receivable Invoice	MCNP Forum	FAO Martin Lipson	-	20.00	(3,896.21)	20.00	-
4 Jun 2025	Payable Invoice	BT	M022 3Q	11.65	-	(3,907.86)	(11.65)	-
<b>Total VAT</b>				<b>3,816.36</b>	<b>20.00</b>	<b>(3,907.86)</b>	<b>(3,796.36)</b>	-
<b>Closing Balance</b>				<b>3,907.86</b>	-	<b>(3,907.86)</b>	-	-

### Village Hall Expenses

4 Apr 2025	Payable Invoice	BT - Broadband charges for the Upper Heyford Village Hall	M020 WH	58.26	-	58.26	69.91	11.65
8 Apr 2025	Payable Invoice	Castle Water Ltd - Water Bill -Sports Pavilion	10006101044	117.94	-	176.20	117.94	-
27 Apr 2025	Payable Invoice	Miss Kim Laing - Village Hall Cleaning	17	30.00	-	206.20	30.00	-
4 May 2025	Payable Invoice	BT - Broadband charges for the Upper Heyford Village Hall	M021 &3	58.26	-	264.46	69.91	11.65
2 Jun 2025	Payable Invoice	EDF Energy - Electricity Supply 01.05.2025-31.05.2025 Paid by monthly direct debit	KI-96F390E7-0011	130.34	-	394.80	136.86	6.52
4 Jun 2025	Payable Invoice	BT - Broadband Charge for Upper Heyford Village Hall	M022 3Q	58.26	-	453.06	69.91	11.65
<b>Total Village Hall Expenses</b>				<b>453.06</b>	-	<b>453.06</b>	<b>494.53</b>	<b>41.47</b>

### Village Hall Expenses re-charge

23 May 2025	Receive Money	Amenities Committee		-	196.00	196.00	196.00	-
10 Jun 2025	Receivable Invoice	Amenities Committee - Caste Water re-charge for Water rates at the	INV-0006	-	346.85	542.85	346.85	-

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
		Village Hall, Upper Heyford January 2024-June 2025						
10 Jun 2025	Receivable Invoice	Amenities Committee - January 2025	INV-0005	-	53.42	596.27	53.42	-
10 Jun 2025	Receivable Invoice	Amenities Committee - February 2025	INV-0005	-	53.42	649.69	53.42	-
10 Jun 2025	Receivable Invoice	Amenities Committee - March 2025	INV-0005	-	53.42	703.11	53.42	-
10 Jun 2025	Receivable Invoice	Amenities Committee - April 2025	INV-0005	-	58.26	761.37	58.26	-
10 Jun 2025	Receivable Invoice	Amenities Committee - May 2025	INV-0005	-	58.26	819.63	58.26	-
10 Jun 2025	Receivable Invoice	Amenities Committee - June 2025	INV-0005	-	58.26	877.89	58.26	-
10 Jun 2025	Receivable Invoice	Amenities Committee - January 2024	INV-0004	-	47.88	925.77	47.88	-
10 Jun 2025	Receivable Invoice	Amenities Committee - February 2024	INV-0004	-	47.88	973.65	47.88	-
10 Jun 2025	Receivable Invoice	Amenities Committee - March 2024	INV-0004	-	47.88	1,021.53	47.88	-
10 Jun 2025	Receivable Invoice	Amenities Committee - April 2024	INV-0004	-	53.24	1,074.77	53.24	-
10 Jun 2025	Receivable Invoice	Amenities Committee - May 2024	INV-0004	-	53.24	1,128.01	53.24	-
10 Jun 2025	Receivable Invoice	Amenities Committee - June 2024	INV-0004	-	53.24	1,181.25	53.24	-
10 Jun 2025	Receivable Invoice	Amenities Committee - July 2024	INV-0004	-	53.24	1,234.49	53.24	-
10 Jun 2025	Receivable Invoice	Amenities Committee - August 2024	INV-0004	-	53.24	1,287.73	53.24	-
10 Jun 2025	Receivable Invoice	Amenities Committee - September 2024	INV-0004	-	53.24	1,340.97	53.24	-
10 Jun 2025	Receivable Invoice	Amenities Committee - October 2024	INV-0004	-	53.24	1,394.21	53.24	-
10 Jun 2025	Receivable Invoice	Amenities Committee - November 2024	INV-0004	-	53.24	1,447.45	53.24	-
10 Jun 2025	Receivable Invoice	Amenities Committee - December 2024	INV-0004	-	53.24	1,500.69	53.24	-

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
10 Jun 2025	Receivable Invoice	Amenities Committee - Village Hall Cleaning 3rd Feb 2024 25th March 2024 5th May 2024 10th June 2024 31st July 2024 20th August 2024 22nd September 2024 30th October 2024 4th Jan 2025 2nd March 2025 27th April 2025	INV-0003	-	330.00	1,830.69	330.00	-
Total Village Hall Expenses re-charge				-	1,830.69	1,830.69	1,830.69	-
Total				41,224.72	41,224.72	-	16,006.78	(2,472.72)

# Account Transactions

## Upper Heyford Parish Council

For the period 1 April 2025 to 30 June 2025

ACCOUNT CODE & NAME	DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT	ACCOUNT	PARISH COUNCIL POWERS
- Upper Heyford Parish Council					7,871.00	5,113.45	2,757.55	2,757.55	-		
201 - Reading Room Rental					-	779.00	779.00	779.00	-		
202 - Reading Room Expenses					1,063.23	-	1,063.23	1,159.53	96.30		
204 - Football Pitch Expenses					175.00	-	175.00	210.00	35.00		
206 - Village Hall Expenses					453.06	-	453.06	494.53	41.47		
207 - Precept					-	6,246.00	6,246.00	6,246.00	-		
208 - Village Hall Expenses re-charge					-	1,830.69	1,830.69	1,830.69	-		
250 - Heat Upper Heyford					15,308.00	-	(15,308.00)	(18,369.60)	(3,061.60)		
251 - Draught Busters					426.06	-	(426.06)	(499.00)	(72.94)		
402 - Professional Fees					14.00	-	14.00	14.00	-		
404 - Bank Fees					12.00	-	12.00	12.00	-		
418 - Charitable and Political Donations					-	650.00	(650.00)	(650.00)	-		
429 - General Expenses					257.40	-	257.40	308.88	51.48		
473 - Ground Maintenance					1,686.59	-	1,686.59	1,843.91	157.32		
474 - MCNP					315.00	100.00	215.00	195.00	(20.00)		
480 - Staff Training					230.00	-	230.00	276.00	46.00		
485 - Subscriptions					180.00	-	180.00	216.00	36.00		
610 - Accounts Receivable					1,754.69	-	1,754.69	1,754.69	-		
700 - Asset					2,905.23	1,814.00	1,091.23	1,309.48	218.25		
800 - Accounts Payable					4,757.03	24,671.58	19,914.55	19,914.55	-		
820 - VAT					3,816.36	20.00	(3,796.36)	(3,796.36)	-		
840 - Historical Adjustment					0.04	-	(0.04)	(0.04)	-		
860 - Rounding					0.03	-	(0.03)	(0.03)	-		
<b>Total</b>					<b>41,224.72</b>	<b>41,224.72</b>	<b>-</b>	<b>16,006.78</b>	<b>(2,472.72)</b>		

# Account Transactions

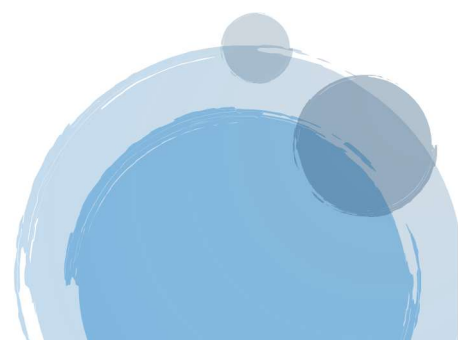
## Upper Heyford Parish Council

For the period 1 April 2025 to 30 June 2025

PARISH COUNCIL POWERS	DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	GROSS	VAT	ACCOUNT
					34,419.87	34,419.87	13,154.66	(2,603.06)	
			Burial grounds, cemeteries & crematoria		1,404.74	1,404.74	(409.48)	-	
			Commons & common pastures		420.00	420.00	(840.00)	-	
			Community centres		3,452.71	3,452.71	4,176.38	55.56	
			Litter		617.76	617.76	(51.48)	51.48	
			Postal & telecommunications facilities		279.64	279.64	(23.30)	23.30	
			Town & country planning		630.00	630.00	-	-	
<b>Total</b>					<b>41,224.72</b>	<b>41,224.72</b>	<b>16,006.78</b>	<b>(2,472.72)</b>	



# **Appendix C**



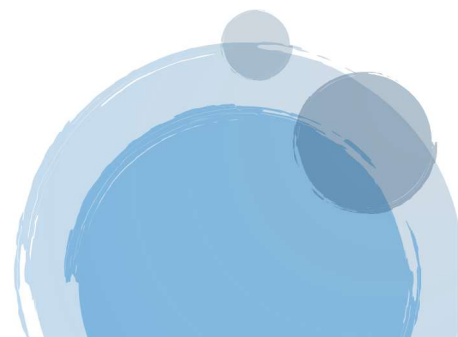
## 1. Invoice details: VAT refund claim

This worksheet contains one table to fill in. You can [find more information to help you fill in this table on the 'Notes' worksheet.](#)

Date of invoice	Description of goods or services purchased	Organisation that invoice is addressed to	VAT registration number of supplier	VAT amount paid in GBP (£)
02-Apr-24	EDF ENERGY	Upper Heyford Parish Council	523 0412 02	£3.48
11-Apr-24	Cherwell District	Upper Heyford Parish Council	121588477	£51.48
18-Apr-24	BT GROUP PLC	Upper Heyford Parish Council	245 7193 48	£10.68
01-May-24	EDF ENERGY	Upper Heyford Parish Council	523 0412 02	£3.48
07-May-24	CASTLE WATER LTD	Upper Heyford Parish Council	319427788	£0.90
09-May-24	OALC - subscription	Upper Heyford Parish Council	685644393	£28.00
09-May-24	Green Scythe Ltd Ground maintenance	Upper Heyford Parish Council	928153908	£16.90
17-May-24	CASTLE WATER LTD	Upper Heyford Parish Council	319427788	£3.27
20-May-24	BT GROUP PLC	Upper Heyford Parish Council	245 7193 48	£10.68
03-Jun-24	EDF ENERGY	Upper Heyford Parish Council	523 0412 02	£3.48
05-Jun-24	Moore Stephens auditors	Upper Heyford Parish Council	120431530	£224.00
18-Jun-24	BT GROUP PLC	Upper Heyford Parish Council	245 7193 48	£10.68
19-Jun-24	CASTLE WATER LTD	Upper Heyford Parish Council	319427788	£3.36
01-Jul-24	EDF ENERGY	Upper Heyford Parish Council	523 0412 02	£3.48
11-Jul-24	Whitley Stimpston accountancy	Upper Heyford Parish Council	119140203	£160.00
11-Jul-24	Green Scythe Ltd Ground maintenance	Upper Heyford Parish Council	928153908	£178.90
18-Jul-24	BT GROUP PLC	Upper Heyford Parish Council	245 7193 48	£10.68
18-Jul-24	CASTLE WATER LTD	Upper Heyford Parish Council	319427788	£3.27
01-Aug-24	EDF ENERGY	Upper Heyford Parish Council	523 0412 02	£3.48
01-Aug-24	RoSPA Inspection playground inspection	Upper Heyford Parish Council	876328389	£33.60
01-Aug-24	Green Scythe Ltd Ground maintenance	Upper Heyford Parish Council	928153908	£178.90
01-Aug-24	Green Scythe Ltd Ground maintenance	Upper Heyford Parish Council	928153908	£178.90
19-Aug-24	BT GROUP PLC	Upper Heyford Parish Council	245 7193 48	£10.68

20-Aug-24	CASTLE WATER LTD	Upper Heyford Parish Council	319427788	£3.36
27-Aug-24	Green Scythe Ltd Ground maintenance	Upper Heyford Parish Council	928153908	£133.40
02-Sep-24	EDF ENERGY	Upper Heyford Parish Council	523 0412 02	£3.48
09-Sep-24	Green Scythe Ltd Ground maintenance	Upper Heyford Parish Council	928153908	£133.40
18-Sep-24	BT GROUP PLC	Upper Heyford Parish Council	245 7193 48	£10.68
18-Sep-24	CASTLE WATER LTD	Upper Heyford Parish Council	319427788	£3.36
01-Oct-24	EDF ENERGY	Upper Heyford Parish Council	523 0412 02	£3.48
08-Oct-24	Chilman fire extinguisher testing	Upper Heyford Parish Council	729986562	£10.71
08-Oct-24	Moore Stephens auditors	Upper Heyford Parish Council	120431530	£63.00
08-Oct-24	Chilman fire extinguisher testing	Upper Heyford Parish Council	729986562	£14.58
08-Oct-24	S W Services repairs to playground	Upper Heyford Parish Council	342993376	£1,505.00
08-Oct-24	Cherwell District	Upper Heyford Parish Council	121588477	£51.48
17-Oct-24	CASTLE WATER LTD	Upper Heyford Parish Council	319427788	£3.27
18-Oct-24	BT GROUP PLC	Upper Heyford Parish Council	245 7193 48	£10.68
29-Oct-24	Scene Connect Ltd planning application costs	Upper Heyford Parish Council	166241122	£2,123.80
01-Nov-24	EDF ENERGY	Upper Heyford Parish Council	523 0412 02	£3.48
18-Nov-24	BT GROUP PLC	Upper Heyford Parish Council	245 7193 48	£10.68
19-Nov-24	CASTLE WATER LTD	Upper Heyford Parish Council	319427788	£3.36
21-Nov-24	Green Scythe Ltd Ground maintenance	Upper Heyford Parish Council	928153908	£178.90
02-Dec-24	EDF ENERGY	Upper Heyford Parish Council	523 0412 02	£3.48
18-Dec-24	BT GROUP PLC	Upper Heyford Parish Council	245 7193 48	£10.68
18-Dec-24	CASTLE WATER LTD	Upper Heyford Parish Council	319427788	£4.47
24-Dec-24	Green Scythe Ltd Ground maintenance	Upper Heyford Parish Council	928153908	£99.60
02-Jan-25	EDF ENERGY	Upper Heyford Parish Council	523 0412 02	£3.48
20-Jan-25	BT GROUP PLC	Upper Heyford Parish Council	245 7193 48	£10.68
22-Jan-25	CASTLE WATER LTD	Upper Heyford Parish Council	319427788	£3.36
03-Feb-25	EDF ENERGY	Upper Heyford Parish Council	523 0412 02	£3.48
03-Feb-25	Bunkers Hill Ground maintenance	Upper Heyford Parish Council	872 071 822	£117.73
10-Feb-25	Moore Stephens auditors	Upper Heyford Parish Council	120431530	£8.00
10-Feb-25	Blue Monkey Trees Ground maintenance	Upper Heyford Parish Council	467880832	£120.00
18-Feb-25	BT GROUP PLC	Upper Heyford Parish Council	245 7193 48	£10.68
20-Feb-25	CASTLE WATER LTD	Upper Heyford Parish Council	319427788	£3.36
03-Mar-25	EDF ENERGY	Upper Heyford Parish Council	523 0412 02	£3.48
18-Mar-25	BT GROUP PLC	Upper Heyford Parish Council	245 7193 48	£10.68
19-Mar-25	CASTLE WATER LTD	Upper Heyford Parish Council	319427788	£2.49
24-Mar-25	Rockland Electrical electrician services	Upper Heyford Parish Council	391468467	£41.50

# **Appendix D**



# TAX INVOICE

Amenities Committee  
Attention: Graham Wilson  
Upper Heyford  
Oxfordshire

**Invoice Date**  
11 Jun 2025

**Invoice Number**  
INV-0008

Upper Heyford Parish  
Council  
Rowley House  
Bicester  
Oxfordshire  
OX25 5NQ  
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
e-charge of Chilman invoice 56845 dated 1st October 2024				
Fire extinguisher at site tested	1.00	34.20	No VAT	34.20
Portable fire fighting equipment	6.00	6.45	No VAT	38.70
			Subtotal	72.90
			TOTAL NO VAT	0.00
			<b>TOTAL GBP</b>	<b>72.90</b>

## Due Date: 25 Jun 2025

Please make payments to  
Upper Heyford Parish Council  
Sort Code: 60-83-01  
Account Number: 20312121  
Swift Code (BIC): NWBKGB2L  
IBAN Number: GB93NWBK60023571418024

## PAYMENT ADVICE

To: Upper Heyford Parish Council  
Rowley House  
Bicester  
Oxfordshire  
OX25 5NQ  
UNITED KINGDOM

**Customer** Amenities Committee  
**Invoice Number** INV-0008

**Amount Due** 72.90  
**Due Date** 25 Jun 2025

**Amount Enclosed**

Enter the amount you are paying above

# TAX INVOICE

Amenities Committee  
Attention: Graham Wilson  
Upper Heyford  
Oxfordshire

**Invoice Date**  
10 Jun 2025

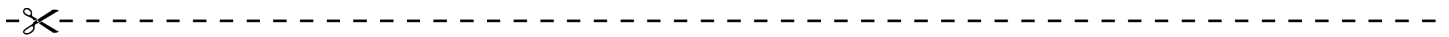
**Invoice Number**  
INV-0005

Upper Heyford Parish  
Council  
Rowley House  
Bicester  
Oxfordshire  
OX25 5NQ  
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Broadband Charges for the Village Hall for 2025				
January 2025	1.00	53.42	No VAT	53.42
February 2025	1.00	53.42	No VAT	53.42
March 2025	1.00	53.42	No VAT	53.42
April 2025	1.00	58.26	No VAT	58.26
May 2025	1.00	58.26	No VAT	58.26
June 2025	1.00	58.26	No VAT	58.26
Subtotal				335.04
TOTAL NO VAT				0.00
TOTAL GBP				335.04

**Due Date: 24 Jun 2025**

Please make payments to  
Upper Heyford Parish Council  
Sort Code: 60-83-01  
Account Number: 20312121  
Swift Code (BIC): NWBKGB2L  
IBAN Number: GB93NWBK60023571418024



# PAYMENT ADVICE

To: Upper Heyford Parish Council  
Rowley House  
Bicester  
Oxfordshire  
OX25 5NQ  
UNITED KINGDOM

Customer	Amenities Committee
Invoice Number	INV-0005
Amount Due	335.04
Due Date	24 Jun 2025
Amount Enclosed	<div>Enter the amount you are paying above</div>

# TAX INVOICE

Amenities Committee  
Attention: Graham Wilson  
Upper Heyford  
Oxfordshire

**Invoice Date**  
10 Jun 2025

**Invoice Number**  
INV-0004

Upper Heyford Parish  
Council  
Rowley House  
Bicester  
Oxfordshire  
OX25 5NQ  
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Broadband Charges for the Village Hall for 2024				
January 2024	1.00	47.88	No VAT	47.88
February 2024	1.00	47.88	No VAT	47.88
March 2024	1.00	47.88	No VAT	47.88
April 2024	1.00	53.24	No VAT	53.24
May 2024	1.00	53.24	No VAT	53.24
June 2024	1.00	53.24	No VAT	53.24
July 2024	1.00	53.24	No VAT	53.24
August 2024	1.00	53.24	No VAT	53.24
September 2024	1.00	53.24	No VAT	53.24
October 2024	1.00	53.24	No VAT	53.24
November 2024	1.00	53.24	No VAT	53.24
December 2024	1.00	53.24	No VAT	53.24
Subtotal				622.80
TOTAL NO VAT				0.00
TOTAL GBP				622.80

**Due Date: 24 Jun 2025**

Please make payments to  
Upper Heyford Parish Council  
Sort Code: 60-83-01  
Account Number: 20312121



Swift Code (BIC): NWBKGB2L  
IBAN Number: GB93NWBK60023571418024



## PAYMENT ADVICE

To: Upper Heyford Parish Council  
Rowley House  
Bicester  
Oxfordshire  
OX25 5NQ  
UNITED KINGDOM

Customer	Amenities Committee
Invoice Number	INV-0004

Amount Due	622.80
Due Date	24 Jun 2025

**Amount Enclosed** \_\_\_\_\_  
Enter the amount you are paying above

# TAX INVOICE

Amenities Committee  
Attention: Graham Wilson  
Upper Heyford  
Oxfordshire

**Invoice Date**  
10 Jun 2025

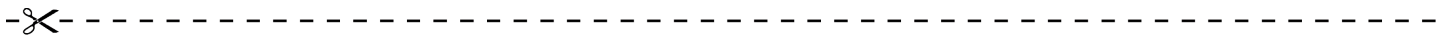
**Invoice Number**  
INV-0003

Upper Heyford Parish  
Council  
Rowley House  
Bicester  
Oxfordshire  
OX25 5NQ  
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Village Hall Cleaning 3rd Feb 2024 25th March 2024 5th May 2024 10th June 2024 31st July 2024 20th August 2024 22nd September 2024 30th October 2024 4th Jan 2025 2nd March 2025 27th April 2025	11.00	30.00	No VAT	330.00
Subtotal				330.00
TOTAL NO VAT				0.00
TOTAL GBP				330.00

**Due Date: 24 Jun 2025**

Please make payments to  
Upper Heyford Parish Council  
Sort Code: 60-83-01  
Account Number: 20312121  
Swift Code (BIC): NWBKGB2L  
IBAN Number: GB93NWBK60023571418024

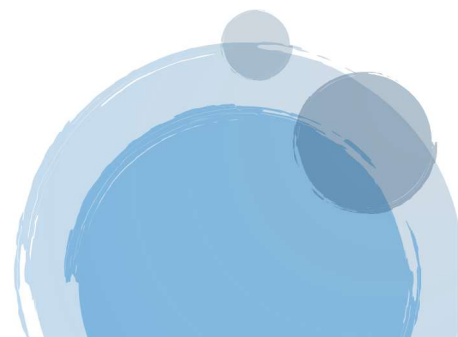


# PAYMENT ADVICE

To: Upper Heyford Parish Council  
Rowley House  
Bicester  
Oxfordshire  
OX25 5NQ  
UNITED KINGDOM

Customer	Amenities Committee
Invoice Number	INV-0003
Amount Due	330.00
Due Date	24 Jun 2025
Amount Enclosed	<div>Enter the amount you are paying above</div>

# **Appendix E**



## **Regular Payments for Authorisation**

### **PC Meeting 12<sup>th</sup> June 2025**

- Parish Clerk Salary 4 payments at £750 along with tax adjustments
  - June 2025, September 2025, December 2025, March 2026
- BT – Village Hall broadband to be re-charged to The Amenities Committee £69.91
  - Direct Debit Monthly
- Castle Water for the Reading Room approximately £20
  - Direct Debit monthly
- Cherwell District Council, dog bin emptying charge approximately £300
  - Direct Debit half yearly, April & September
- EDF £344.42 for Reading Room £136.86 for the Village Hall
  - Direct Debit monthly



<input type="checkbox"/>	View	From	Reference	Date ↓	Due date	Planned date	Paid	Due	Files	Action
<input type="checkbox"/>		Whitley Stimpson Ltd	196606	11 Jun 2025	12 Jun 2025	+ Add date	0.00	1,140.00	1	<a href="#">Make payment</a>
<input type="checkbox"/>		Derek Burrows	Turney Group	30 May 2025	30 Jun 2025	+ Add date	0.00	47.92	1	<a href="#">Make payment</a>
<input type="checkbox"/>		K B Probbits	17	30 May 2025	13 Jun 2025	+ Add date	0.00	300.00	1	<a href="#">Make payment</a>
<input type="checkbox"/>		Equans Services Ltd	1800173495	28 May 2025	27 Jun 2025	+ Add date	0.00	18,369.60	1	<a href="#">Make payment</a>
<input type="checkbox"/>		Oxfordshire Association of Local Councils	W3843	27 May 2025	26 Jun 2025	+ Add date	0.00	138.00	1	<a href="#">Make payment</a>
<input type="checkbox"/>		Oxfordshire Association of Local Councils	W-3841	27 May 2025	26 Jun 2025	+ Add date	0.00	138.00	1	<a href="#">Make payment</a>
<input type="checkbox"/>		Green Scythe Ltd	17798	30 Apr 2025	30 May 2025	+ Add date	0.00	1,105.99	1	<a href="#">Make payment</a>