

Upper Heyford Parish Council

 **Location:** UH Reading Room
 **Date:** 20th November 2025
 **Time:** 7:15pm – 9.30pm

Meeting Minutes

Present: Chair: Paul Weaver. Councillors: Derek Burrows, Bryony Johnson, Chris O'Malley, Mark Hiles

Apologies: Councillors: Gareth Epps, George Stephenson. Clerk: Sarah Burrows

Code of Conduct: Cllr Weaver reminded Councillors of the code of conduct requirements under the Localism Act of 2011

Consideration of Dispensations: None

47) Public Forum: one member of the community attended

48) Approved Meeting Minutes: Council approved the minutes of the PC Meeting held on the 9th October 2025

49) Finance:

- a) Purchase invoices approved by the Council
- b) Financial transactions report reviewed by the Council
- c) The spend against budget was reviewed and monitored by the Council
- d) The Bank Reconciliation for the last period was reviewed by the Council

50) Planning: Reviewed the planning application report

51) Clerks Report:

- a) The Council agreed to continue to support the Campaign to Protect Rural England.
- b) Annual fire extinguisher & PAT testing completed, thank you to Graham Wilson for organising
- c) Mailchimp are going to start charging for the email bulletins that are currently free, the Council have agreed to pay the charge until such time we can transfer this over to the new UHPC website as the service is included in the package.

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- d) The Council were reminded that the Bicester & Mid Cherwell Movement & Place Plan Q&A via Teams was taking place on the 21st November should anyone be available to participate.
- e) Puy du Fuy have requested a meeting, members of the Council can be available on the 2nd December from 7.15pm.
- f) NEW UHPC Bank account opened with HSBC, the Switch process is planned, in the meantime the Council agreed to transfer £1k into the new account to enable the purchase of the new PC laptop using the debit card.
- g) The Council has provided a 'wish list' to be incorporated into the budget for 2026/27 to enable an adequate precept to be set:
 - Extend the VH car park
 - Update the showers & facilities in the Pavilion
 - Improve the VH & RR heating system to be more efficient
 - Add demarcation lines on the Reading Room Car Park
 - Purchase bigger bins for the play area
 - Renew the white lines and nets on the football pitch
 - Purchase Remembrance Day decorations & refurbish the Memorial Cross in the cemetery
- h) Outline planning for the 2026 Calander

JANUARY	Traffic Calming Meeting
FEBRUARY	Children's Play/Party
MARCH	Annual Parish Meeting
	Community Led Plan Launch Event
	St Georges Day

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MAY	May Day Celebrations Parish Council Annual General Meeting
JUNE	Community Led Plan Update
JULY	Village Event
AUGUST	
SEPTEMBER	Flower & Produce Show
OCTOBER	Adults Play Children's Halloween Party
NOVEMBER	Bonfire Night Remembrance Day & Refreshments
DECEMBER	Pantomime Christmas Fayre Carols

52) Deferred:

- a) The Parish Council have agreed to rent the football pitch to a youth team to use as their home venue
- b) There has been damage on the playing field caused by rodents, Cllr Hiles & Cllr Stephenson are to look into prevention and repairs

53) S106 Update

Following the confirmation from Cllr Epps that the funds are available, the PC are to organise a village meeting in January to confirm that the existing plans are still suitable.

54) Upper Heyford Community Led Plan No update

55) Review Outstanding Action Items

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Dates of Next Meeting: 8th January 2026, 12th February 2026, 12th March 2026

All held in the Upper Heyford Reading Room

Action Items

Action items	Owner(s)	Deadline	Status
Blandford Fly	Sarah Burrows	ASAP	Follow up with Steeple Aston PC to see what was put in place and how we can join next year. There has been no action from Steeple Aston
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. Finding a solicitor willing to take on the work has been challenging, we have a new contact to follow up with.
Reading Room	Bryony Johnson	ASAP	Damage to the roof, missing tiles. Bryony to manage the contractor for repairs. Bryony to continue to chase the contractor for an update
UHPC Website	Sarah Burrows	Ongoing	Sarah to continue working on the creation of the new website & ask Willow & Pea for a quote to take headshots of each the PC.
Barley Mow - Community Asset	Sarah Burrows	December 2025	The requirements have changed drastically since the BM was registered as a Community Asset. Evidence needs to be provided on how it used by the Community and the detriment to the Community if it was no longer there. A plan and evidence of how the plan would be executed to purchase the Asset should it ever come up for sale. Research continues on how we can present this.
Replace Oak Tree Commemorating the Jubilee	Sarah Burrows	Spring 2025	Nick Garner has confirmed support with this, tree to be purchased and planted in the Spring

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SSEN

Chris O'Malley ASAP

Vermin on the
Playing Fields

Mark Hiles & ASAP
George
Stephenson

Signed

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Follow up with SSEN on status of repair work and drive to completion. The contact at SSEN has become unresponsive. Chris Coe has requested that Cllr Weaver write to SSEN. Cllrs Weaver and O'Malley will follow up.

To find a solution and repair any damage

Paul Weaver, Chair

Sarah Burrows, Parish Clerk