

Upper Heyford Parish Council



Location: UH Village Hall



Date: 11th September 2025



Time: 7:15pm – 8.30pm

Meeting Minutes

Present: Chair: Paul Weaver. Councillors: Gareth Epps, Bryony Johnson, George Stephenson. Clerk: Sarah Burrows

Apologies: Councillors: Derek Burrows, Mark Hiles, Chris O’Malley

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

Consideration of Dispensations: None

28) Public Forum: 2 members of the public were welcomed to the meeting and a discussion around objections to the Dorchester planning application for additional homes on Heyford Park

29) Approved Meeting Minutes: Council approved the minutes of the PC Meeting held on the 17th July 2025

30) 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

31) Planning: Reviewed the planning application report

- a) The Council approved the MCNP submission

32) Clerks Report:

- a) Insurance renewal quote approved by council
- b) Future Pc meetings scheduled for January, February & March 2026
- c) Defibrillator Training to be planned for Parishioners
- d) Proposal for a Parish Meeting to inform the community about the MCNP, what it is, what it does etc. All other Parishes within the MCNP to be invited to attend

e) Valley News Submission for September has been reviewed and approved, the Clerk has agreed to write these submissions in the future

33) Deferred:

a) Ardley Rail Freight Terminal update from Cllr Epps that the 6 week planning process starts on the 23rd September 2025

34) S106 Update The S106 funding from Dorchester for road safety improvements has not been made available to the PC, despite repeated promises. Update from Cllr Epps is that the original road safety designs have been found and have been reviewed, he has been successful in obtaining a project management resource from Highways. CDC have had to go back and check the allocations and Cllr Epps is awaiting confirmation that the expected sum of money is still correct. The Council thanks Cllr Epps for his efforts and the progress made to date.

35) Upper Heyford Community Led Plan The UHPC have now become a member of Community First Oxfordshire who are a great resource to help drive the plan forward. The next step is to create a timeline and budget for the plan and apply for any available grants.

36) Update on Lottery Funding Request The funding request was declined as the application for the VH carpark extension was not in line with their requirements

37) Review Outstanding Action Items

Dates of Next Meeting: 9th October, 20th November, 8th January, 12th February, 12th March

Action Items

Action items	Owner(s)	Deadline	Status
Playground	Mark Hiles	ASAP	To manage the contractor regarding any playground repairs following the inspection. Contractor awaiting the parts in order to complete the repair work
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.

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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. Quotes received, gaining more information before moving forward

Reading Room Bryony Johnson October 2025

Damage to the roof, missing tiles. Bryony to manage the contractor for repairs. Contractor on holiday, Bryony to continue to chase

The Future of the VH Trustees Ongoing

We now have the original lease and paperwork to enable 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

UHPC Website Sarah Burrows Ongoing

Sarah to continue working on the creation of the new website. New email address provided, some difficulties with setting them up. Sarah to set a time with Simon VZ and the PC to help

Community Assets Sarah Burrows December 2025

Research all community assets in the village, including the Barley Mow pub and update

VH Flag Derek Burrows ASAP

Check the flag we have for size and provide recommendations

Replace Oak Tree Sarah Burrows October 2025

Speak with Nick Garner for advice and help

SSEN Chris O'Malley October 2025

Follow up with SSEN on status of repair work and drive to completion

Signed

Paul Weaver, Chair

Sarah Burrows, Parish Clerk