




Upper Heyford Parish Council

 **Location:** UH Reading Room
 **Date:** 9th April 2026
 **Time:** 7:15pm

To Members of the Upper Heyford Parish Council

You are summoned to attend the next meeting of Upper Heyford Parish Council to be held on the 9th April 2026 at 7.15pm at The Upper Heyford Reading Room

Sarah Burrows

Clerk to Upper Heyford Parish Council
2nd April 2026

Meeting Agenda

Code of Conduct:

Consideration of Dispensations:

78. Public Forum – limited to 15 minutes

79. Approve Meeting Minutes from March 2026

80. Finance:

- a. Submit purchase invoices for Council approval
- b. Review Transactions Report
- c. Review spend against budget
- d. Review Bank Reconciliation report
- e. 2025/6 Year End Accounts for approval

81. Planning: Review planning applications




82. Clerks Report:

83. Biodiversity:

- a. Review any biodiversity proposals

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84. Deferred:

- a. Review and agree content for the Annual parish Meeting & CLP Launch Event (22nd April 2026)

85. S106 Update

86. Community Led Plan

87. Parish Council Events

- a. Annual Parish Meeting & CLP Launch Event (22nd April 2026)
- b. May Day Fun Day (3rd May 2026)
- c. Beer & Music Festival (25th July 2026)




88. Review Outstanding Action Items

Action Items

Action items	Owner(s)	Deadline	Status
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. Sarah to send Bryony the legal contact she has been discussing this with for follow up, a letter to Nipperkin Cottage is to be sent to confirm that this is still a work in progress and that the PC still believe the land belongs to them.
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
SSEN	Chris O'Malley	Ongoing	Follow up with SSEN on status of repair work and drive to completion. The contact at SSEN has become unresponsive. Chris Coe has requested

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that Cllr Weaver write to SSEN. Cllrs Weaver and O'Malley will follow up. This is moving forward slowly. SSEN have promised an update by the end of March 2026.

Vermin on the Playing Fields	Derek Burrows, ASAP Mark Hiles & George Stephenson		Progress is being made, a status review and update will be provided at the next meeting.
Playground Bin	Sarah Burrows	5 Mar 2026	Research the cost of increasing the size of the rubbish bin by the playground on the Somerton Road. The Council have agreed on the purchase of a bin at the cost of £472.41 plus VAT and delivery. Ordered from Kingfisher Direct on the 6 th March 2026 with an 8-10 week delivery timeline.
Dispenser Equipment for the RR	Sarah Burrows	5 March 2026	Toilet roll, blue roll & liquid soap dispensers purchased for the Reading Room. The VH team are to confirm that they want the same for there. Next step to hang them.
VH Flagpole	Sarah Burrows	5 March 2026	Purchase a new rope, cleats and clips. Purchased and delivered. Next step to repair the flagpole and re-hang the flag.
Flower troughs for outside the Barley Mow Pub	Sarah Burrows	5 March 2026	It was agreed that these should be purchased to prevent cars from parking on the corner of Mill Lane & Somerton Road. A submission was made to OCC on the 22.02.2026 requesting permission and guidance on positioning.
VH Electrical Work	Sarah Burrows	5 March 2026	A quote has been obtained by Graham Wilson for electrical work to the VH and pavilion. A minimum of a further 2 quotes is required in order to progress. Sarah Burrows contacted 3 other suppliers on the 23 rd & 25 th February 2026 to ask if they would like to quote for the work.
Football pitch	Mark Hiles	ASAP	The under 12 team that wish to use the football pitch have requested 9 aside pitch markings and a

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Flower troughs for Sarah Burrows 5 March
outside the Barley 2026
Mow Pub

facility to store the smaller goals. Mark to get back to them with a response.

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VH Electrical Work Sarah Burrows 5 March
2026




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UHPC CALENDAR 2026

APRIL	
9	PC Meeting RR
12	Annual Village Clean Up
22	Annual Parish Meeting & Community Led Plan Launch Event VH
23	St Georges Day
MAY	
3	May Day Fun Day
14	Annual Meeting of the Council & PC Meeting RR
JUNE	
11	PC Meeting RR
JULY	
9	PC Meeting RR

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25	Beer & Music Festival
AUGUST	
13	PC Meeting RR (TBD if needed)
SEPTEMBER	
10	PC Meeting RR
TBC	Flower & Produce Show
OCTOBER	
8	PC Meeting RR
16	Stages Theatre Group Event TBD
31	Children's Halloween Party RR
NOVEMBER	
7 (TBC)	Bonfire Night
8	Remembrance Day & Refreshments
12	PC Meeting RR
DECEMBER	
10	PC Meeting RR (TBD if needed)
TBC	Pantomime
TBC	Christmas Fayre
TBC	Carols

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