

Meeting Minutes

Present: Chair: Paul Weaver. Councillors, Chris O'Malley, Mark Hiles, George Stephenson, Derek Burrows, Gareth Epps. Clerk: Sarah Burrows

Apologies: Councillors: Bryony Johnson

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

Consideration of Dispensations: None

36) Public Forum: 3 members of the public attended and volunteered to participate in the Speedwatch Campaign

37) Approved Meeting Minutes: Council approved the minutes of the Annual Meeting of the Parish Council held on the 14th May 2026.

38) Finance:

a) Purchase invoices approved by the Council

☐	View	From	Reference	Date ↓	Due date	Planned date	Paid	Due	Files
☐		Miss Kim Laing	42	Jun 09, 2026	Jul 30, 2026	+ Add date	0.00	17.00	
☐		Eli-Jay Books	10052026	Jun 01, 2026	Jul 01, 2026	+ Add date	0.00	150.00	
☐		K B Probbits	46	May 29, 2026	Jun 12, 2026			420.00	
☐		Green Scythe Ltd	18593	Apr 30, 2026	 May 30, 2026			1,508.05	

Information Commissioners Office DD Mandate for annual membership at £47

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

e) 2025/6 AGAR Review completed:

a. The Annual Internal Audit Report was received and noted

- b. The Annual Governance Statement (Section 1) is approved and signed by the Chair and RFO
- c. The Accounting Statements (Section 2) are approved and signed by the Chair and RFO
- d. The Chair sets the commencement date for the exercise of public rights as the 12th June 2026

39) Planning: The Council reviewed the latest planning applications

21-May	25/02232/OUT	Puy du Fou United Kingdom Limited, Land North And East Of Manor Farm, Bainton Road, Bucknell	Outline application with all matters reserved for tourism development Including outdoor and indoor theatres, restaurants, hotels, conference facilities, offices, warehousing and storage, security control centre, medical centre, animal facilities (including stables, aviary, animal sheds), laundry facility and workshops, and supporting infrastructure including waste management centre, wastewater treatment facility, energy centre and sub-stations, photovoltaic (pv) solar panels, water storage tanks and pumps, lakes and water management systems, structural landscaping, internal footpaths, internal vehicular routes, active travel routes, parking and access (outline masterplan).		
08-Jun	26/01230/TCA	Bryony Johnson, Ascona, Orchard Lane, Upper Heyford, OX25 5LD	T1 purple maple reduce canopy 30% 1 - 1.5m		

The Chair will make any necessary comments on 25/02232/OUT Puy du Fou

Th Council have no objections to 26/01230/TCA, Ascona Orchard Lane

40) Clerks Report:

- a) A request has been made for a noticeboard to be placed within the Reading Room, the Council has approved this request and have set a maximum £100 budget.
- b) A late invitation to Chris O'Malley and Derek Burrows to the Amenities Committee Meeting meant that we were unable to have Parish Council representation. As a sub-committee of the Parish Council, it has been requested a minimum of 7 days' notice is given for any future meetings and that the Parish Clerk is copied into any invitations. It has come to the Parish Council's attention that a decision was made to increase the booking fees for the Reading Room. As the Reading Room comes under the Parish Council directly it is felt that this decision cannot be made by the Amenities Committee alone. Even with Parish Council representative at the Amenities Committee Meeting, it would still need to be included as an

agenda item at a future Parish Council meeting and then voted upon by the Council. The Parish Council would like to understand the reasoning behind the suggestion for an increase.

- c) Proposed Camp Road staggered closure from 1st July – 31 December 2026 to instal sewage drainage infrastructure for the Heyford Sprins development site. This will cause issues with traffic diversions through our parish. Cllr Epps updated the Parish Council that alternative suggestions are being made to significantly reduce the time the road is closed by directing the drainage elsewhere. The Parish Council thank Cllr Epps for his work on this.

41) Biodiversity: No update

42) Deferred:

- a) Storage requirements for strimmer, lawn mower and the leaf blower. It is proposed that the container behind the Village Hall be cleared out as there is a lot of redundant contents. The garden tools will be moved once this has been completed
- b) The Council reviewed a number of alternative 'dogs on leads' and 'pick up after your dog' signs and agreed on a selection to be used variously around the village.
- c) The Council reviewed the Quiet Lanes initiative from OCC and agreed that it would not be relevant for our community.
- d) George Stephenson is considering re-routing the public footpath across his land slightly and fenced off to protect the grazing livestock. He is working with the footpaths officer too. The Parish Council have no objections to his request.
- e) Extremely high PFAS contamination has been reported on Heyford Park and found within the water courses in our parish. Gallos Brook are a group of volunteer individuals who are working to obtain additional tests. The organisation has requested funding from the Parish Council to support this. The Parish Council has advised Gallos Brook that it is unable to propose and vote on this until Gallos Brook has a clear constitution, formal framework and bank account. The PC then needs to agree on how specifically the money is spent to ensure that it is supporting our parish directly and complies with statutory requirements. The Council has agreed to support the campaign by continuing to lobby CDC and the EA for

testing in the area. Gallos Brook have requested that warning signs be erected near the brook at the end of Allens Lane, this has been refused as it open the PC up to liable action.

43) S106 Update: OCC have a revised quotation for the 3 gateways into the Village on Somerton Road, Station Road and Camp Road and is in line with expectations. The Purchase Order has been approved and OCC will inform the Parish Council once dates for installation have been agreed. Drawings for the other items requiring public consultation are a work in progress.

44) Upper Heyford Community Led Plan: Suggestion boxes have been installed in the Barkey Mow pub, the Village Hall letterbox and at the house of the Parish Clerk. Sarah Burrows is available for one to one discussions in the Reading Room:

9 th June 2026	10am – 12 noon
17 th June 2026	6pm – 8pm
26 th June 2026	2pm – 4pm at the Community Tea
2 nd July 2026	2pm – 4pm

45) Parish Council Events: Upper Heyfest, the beer & music festival, 29th August 2026. The Parish Council approved the plans to date, including the vendors and suppliers. It also approved the artwork for the event.

46) Review Outstanding Action Items

Dates of Next Meeting: 9th July, 10th September, 8th October, 12th November

All held in the Upper Heyford Reading Room at 7.15pm

Action Items

Action items	Owner(s)	Deadline	Status
Nipperkin Cottage	Bryony Johnson	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

Upper Heyford Parish Council

 **Location:** UH Reading Room
 **Date:** 11th June 2026
 **Time:** 7:15pm – 10pm

Reading Room Bryony Johnson ASAP

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.

Damage to the roof, missing tiles. Bryony to manage the contractor for repairs. Bryony to continue to chase the contractor for an update

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 23rd & 25th February 2026 to ask if they would like to quote for the work. Murray Electrical completed a site visit and we are awaiting a quote. Sarah to contact Benchmark Electrical for a quote. Only 2 suppliers have provided quotes, Rockland Electrical and Richard Murrey. Richard Murrey is considerably cheaper and comes recommended by members of the Parish Council. The Parish Council have approved for Richard Murrey to go ahead with replacing the showers in the Pavillion. The other items (updating the lighting and Heating in the Village Hall) have been passed to the Amenities Committee for consideration.

Village Hall parking Sarah Burrows 11th June 2026
Extension

Source quotes for a supplier of ground reinforcement paver

Spring Water Chris O'Malley 11th June 2026

Source suppliers and quotes to empty and clear lines from the spring water tank to all 3 outlets. 5 suppliers were contacted, 3 did not respond, 1 wanted £375 just to come and have a look. The PC approved a quote by Drain Technology for the initial visit cost at £725 plus VAT with an additional cost of £25 per tonne for waste disposal. It will then be reviewed as to how often additional visits will be required.

Upper Heyford Parish Council

 **Location:** UH Reading Room
 **Date:** 11th June 2026
 **Time:** 7:15pm – 10pm

Signed

Paul Weaver, Chair

Sarah Burrows, Parish Clerk