UPPER HEYFORD Parish Council
Upper Heyford Village Hall
Somerton Road
Upper Heyford OX25 5LB
www.upperheyfordpc.org.uk
parishclerk@upperheyfordpc.org.uk

Meeting Minutes

- **Location:** UH Reading Room
- **Date:** 8th October 2026
- **Time:** 7:15pm – 10.00pm

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

Apologies: Councillors: George Stephenson

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

Consideration of Dispensations: None

69) Public Forum: no members of the public attended

70) Approved Meeting Minutes: Council approved the minutes of the Parish Council Meeting held on the 10th September 2026.

71) Heat Upper Heyford Solar Panel Project: A written update was provided by Neill Brody, the team are still awaiting the heat pump figures in order to provide costs for all options. The objectives for both the Village Hall and Reading Room are:

(1) To reduce the cost of space heating and hot water

(2) To provide the energy from renewable (non-fossil fuel) sources where possible

72) St Mary's Church: Revd Rob Gilbert asked the Council for support to increase awareness of the challenges facing the fabric of the church and for input with ideas as to how the Church could be used more by the community. Suggestions included:

(1) More family focused services

(2) Promote St Mary's as a community space, in the same way we do the Reading Room & Village Hall

(3) Run 'show & tell' sessions, particularly for children, about the organ, spire, bell etc

(4) Promote the information session being held at St Mary's on the 15th October via the PC email

73) District Council Update: Cllr Epps provided the Council with an update:

(1) Thames Valley Police have been asked to support the traffic issues caused by the road closure on Camp Road, little has been done to date and this has been escalated

DRAFT

UPPER HEYFORD Parish Council
Upper Heyford Village Hall
Somerton Road
Upper Heyford OX25 5LB
www.upperheyfordpc.org.uk
parishclerk@upperheyfordpc.org.uk

(2) Long-term parking is now available at Thornhill park & Ride, enabling residents to park there and take the airport bus without the need for airport parking.

(3) The bus service for Heyford Park and Upper Heyford continues to be split into 2 services due to the closure of Camp Road, the feedback given is that this continues to be a point of confusion for locals. Bus goers can zoom into the current location of the bus using the web site – but this proves to be difficult to navigate, particularly for some of our older residents

(4) The Council raised the question of what will happen to the roadworks when they reach the bottom of Camp Road – will the waste pipe connect to existing infrastructure on Somerton Road, or will further disruption take place within the village to enable connection to the sewer site. Cllr Epps will investigate and get back to us.

(5) Cherwell District Council have now added information on PFAS onto their website PFAS and land contamination at Heyford Park – information for residents | PFAS and land contamination at Heyford Park – information for residents | Cherwell District Council

74) Amenities Committee Update: Graham Wilson attended to represent the AMC

(1) The draft accounts for the Village Hall show an amazing growth and profit for 2026, an income of £10.84k with a profit of £5.4k. These accounts are to be filed with the charity commission. The Council would like to thank and congratulate both Graham and Sheila Bailey for their success.

(2) The AMC are looking to re-create monthly Film Nights in the village, the Parish Council are in full support of this venture and wish the AMC every success.

(3) Concerns were raised about the noise level in the Reading Room. With larger gatherings the Reading Room echos and makes it difficult to hold conversations. As a result of this, the Film Night and the monthly Afternoon Teas are moving to the Village Hall. The Parish Council have agreed to look into acoustic panels for the Reading Room to overcome this issue.

(4) The AMC expressed a concern that the Take-Away Tuesday food vans are using electricity that is provided by the Village Hall, the PC pointed out that this is just one van for 3 hours per month – all other vans are self-sufficient. The PV also pointed out that the showers used by the football teams are also paid for by the VH funds and so the PC have asked the AMC to come back with a suggestion as to how this can be resolved.

(5) The AMC continue to run the successful Healthy Heyford initiative, along with monthly Bingo and Afternoon Teas.

75) Finance:

a) Purchase invoices approved by the Council

DRAFT

UPPER HEYFORD Parish Council
Upper Heyford Village Hall
Somerton Road
Upper Heyford OX25 5LB
www.upperheyfordpc.org.uk
parishclerk@upperheyfordpc.org.uk

Oxfordshire Association of Local Councils	S00594			Sep 30, 2026	Oct 30, 2026			150.00
RMT Cleaning Services	968			Sep 29, 2026	Oct 6, 2026			20.00
K B Probbits				Sep 28, 2026	Oct 12, 2026			420.00
Miss Kim Laing	53		Oct 4, 2026	Nov 30, 2026	+ Add date	0.00	25.50	1
Cherwell District Council	20038639		Oct 1, 2026	Oct 15, 2026	+ Add date	0.00	377.52	1
Moore	340314		Sep 9, 2026	Oct 9, 2026	+ Add date	0.00	346.50	1

b) Financial transactions report reviewed by the Council

c) The spend against budget was reviewed and monitored by the Council

d) The bank reconciliation report was reviewed by the Council

e) VAT Reclaim completed for Jul-Sep 2026 of £1199.32

f) Refund requested from EDF for a £1500 overpayment to bring us back in line

g) The AGAR process is now complete and all relevant paperwork has been posted on the Upper Heyford PC website.

76) Planning: The Council reviewed the latest planning applications and have no objections to Mr Morley's application but will draft and submit an objection to application number 25/02190/HYBRID

25-Sep	26/02493/TCA	Mr Jonothan Morley Serendipity, 12 High Street, Upper Heyford OX25 5LE	T1 Cherry - remove tree and stump	No objections	
01-Oct	25/02190/HYBRID	Neil Cottrell Dorchester	Application re-consult with amendments. 9000 houses, industrial buildings etc plus demolition of existing buildings	Object	

77) Clerks Report:

a) There have been a number of complaints about dog waste being left on the ground around the lock carpark area since the Canal & Rivers Trust removed the dog waste bin at Allens Lock. The Council have agreed to purchase a replacement bin in conjunction with CDC who will instal and empty it. The Council have agreed that we need to purchase a bin with a flip top to prevent Canal goers using it for general waste.

b) Speedwatch update: whilst we are still awaiting equipment to be supplied by TVP, it has been agreed that we will contact surrounding villages (Somerton, Lower Heyford and Heyford Park) to see if we can pool resources and co-ordinate a Speedwatch Rota covering all areas.

c) The soldiers have arrived for Remembrance Day and it has been agreed that we will put 2 at the entrance to the Cemetery – these will remain there permanently. The remaining soldiers will be put at the Spit and along Somerton Road. The 'Lest We Forget' flags will be flown at the appropriate time.

d) The PC approved the new Parish Council logo.

e) The Council approved the Clerks hours for Q2.

UPPER HEYFORD Parish Council
Upper Heyford Village Hall
Somerton Road
Upper Heyford OX25 5LB
www.upperheyfordpc.org.uk
parishclerk@upperheyfordpc.org.uk

78) Biodiversity: No immediate action. The Council have decided to wait until the results of the CLP Survey are in and analyse the feedback and any volunteers that have come forward to support the project. Then it will put a working team together to identify projects and budget requirements.

79) Deferred: No deferred items

80) S106 Update: The 'gates' to the village to be placed at all 3 entrances have been approved and OCC have confirmed that they will be installed in October. The Parish Council have approved the locations of the build outs and speed cushions, along with the proposed double yellow lines. The next step is for OCC to send this out for public consultation before a final decision is made.

81) Upper Heyford Community Led Plan: The CLP Survey is now closed and the Council received a 27% response rate which is considered to be very good. The data is now going to be analysed and the next public meeting will take place on the 24th February, although other forms of communication will continue.

82) Parish Council Events: No immediate update, the next event is the CLP Update and Village Friendship evening on the 24th February 2027.

83) Review Outstanding Action Items

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 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. 9 July Cllr Johnson has followed up with a solicitor asking if they will take on this case. No response from the solicitor, Bryony will chase.
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. The contractor will be on site w/c 12th October 2026
Village Hall parking Extension	Sarah Burrows	Ongoing	Source quotes for a supplier of ground reinforcement paving. Initial quotes are in the region of £30k plus, now

DRAFT

UPPER HEYFORD Parish Council
Upper Heyford Village Hall
Somerton Road
Upper Heyford OX25 5LB
www.upperheyfordpc.org.uk
parishclerk@upperheyfordpc.org.uk

			investigating a tarmac finish and gravel squares for cost comparison.
Playground Repairs	Mark Hiles	8th October	Liaise with the playground maintenance company to identify costs of repairs to support the items identified in the playground inspection, look into adding metal struts at the bottom of the wooden supports to protect the equipment against damage from strimmers. Cllr Hiles is meeting with the supplier on the 10th October 2026.

Dates of Next Meeting: 12th November, 14th January 2027, 11th February 2027, 11th March 2027, 8th April 2027, 13th May 2027 (Annual Meeting of the Council), 10th June 2027, 8th July 2027, 9th September 2027, 14th October 2027, 11th November 2027

All held in the Upper Heyford Reading Room at 7.15pm

Signed

Paul Weaver, Chair **Sarah Burrows, Parish Clerk**

DRAFT