Upper Heyford Parish Council

Location: UH Reading Room
Date: 8th October 2026
Time: 7:15pm

To Members of the Upper Heyford Parish Council

You are summoned to attend the Upper Heyford Parish Council Meeting to be held on the 8th October 2026 at 7.15pm at The Upper Heyford Reading Room

Sarah Burrows
Clerk to Upper Heyford Parish Council
30th September 2026

Meeting Agenda

Code of Conduct:

Consideration of Dispensations:

69) Public Forum – limited to 15 minutes

70) Approve Meeting Minutes from the Parish Council Meeting on the 10th September 2026

71) Heat Upper Heyford Solar Panel Project Update from Neill Brody on installation quotes

72) St Mary's Church Discussion with The Revd Rob Gilbert on church activities and how the Parish Council can work with them

73) District Council Update

74) Amenities Committee Update

75) Finance:

a. Submit purchase invoices for Council approval

b. Review Transactions Report

c. Review spend against budget

d. Review Bank Reconciliation report

76) Planning: Review planning applications

Sarah Burrows, Clerk & RFO to the Council
Upper Heyford Village Hall, Somerton Road, Upper Heyford OX25 5LB
parishclerk@upperheyfordpc.org.uk

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77) Clerks Report:

78) Biodiversity:

79) Deferred

80) S106 Update

81) Community Led Plan

82) Parish Council Events

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
VH Electrical Work	Sarah Burrows	September 2026	Replace the showers in the Pavilion. Richard Murrey is scheduled to complete the work in September 2026. Chasing Richard for an exact start date for the works.

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Village Hall parking Extension	Sarah Burrows	Ongoing	Source quotes for a supplier of ground reinforcement paver
Spring Water	Chris O'Malley	Ongoing	Initial work completed to empty and clear lines from the spring water tank to all 3 outlets, the water flow is still very slow although it is clearer, a second visit is scheduled for 22nd July 2026 to empty and clean the pipes. The silt is still preventing the water flow and more work is needed to clear this, however, due to the local impact of PFAS in the ground water system the Council have agreed to pause this work until more information is received from the local Council and the Environment Agency
Biodiversity	Sarah Burrows	10th September 2026	Share the proposed rewilding sites with the community and obtain feedback, create signage informing people of the biodiversity areas. Feedback has been received. The Council has decided to pause this until we received the results of the CLP survey and a working group is put in place.
Heat Upper Heyford	Sarah Burrows	Ongoing	Liaise with the HUH team on decarbonising the heating of the VH and RR with solar power generation and storage. A feasibility study has been completed and it is a viable option for both buildings. The team will come back to the PC with a costings proposal, quotes and visual designs.
Village Emergency Plan	Sarah Burrows	Ongoing	Create and publish a Village Emergency Plan. First draft has been completed, awaiting responses from the CLP survey to identify individuals to be volunteers
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 strimmer's.

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Parking at The Greem	Bryony Johnson	ASAP	Obtain copies of the planning requirements for the Reading Room and see if there are any conditions around parking. This will enable the Council to approve the layout and signage to be put in place.

UHPC CALENDAR 2026

OCTOBER	
8	PC Meeting RR
31	Children's Halloween Party RR
NOVEMBER	
7	Bonfire Night
8	Remembrance Day & Refreshments
12	PC Meeting RR
21	Christmas Fayre
DECEMBER	
13	Carols
2027	
JANUARY	
14	PC Meeting RR
FEBRUARY	
11	PC Meeting RR
TBC	CLP Update & Village Friendship Evening VH
MARCH	

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11	PC Meeting RR
APRIL	
8	PC Meeting RR
TBC	Annual Parish Meeting VH
MAY	
2	May Day Fun Day
13	Annual Meeting of the Council RR
JUNE	
10	PC Meeting RR
JULY	
8	PC Meeting RR
AUGUST	
28	Upper Heyfest
SEPTEMBER	
9	PC Meeting RR
OCTOBER	
14	PC Meeting RR
NOVEMBER	
6	Village Fireworks
7	Remembrance Day
11	PC Meeting RR
DECEMBER	

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