

Meeting Minutes

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

Apologies: Councillors: Bryony Johnson, 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

38) Public Forum: one member of the community attended

39) Approved Meeting Minutes: Council approved the minutes of the PC Meeting held on the 11th September 2025

40) 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
- d) The Bank Reconciliation May – September 2025 was reviewed by the Council

41) Planning: Reviewed the planning application report

- a) The Council reviewed and approved their objection to the Heyford Park Planning Application 25/02190/HYBRID
- b) The Council acknowledged receipt of the information supplied regarding the Ardley Rail Freight Terminal Application to be reviewed and responded to at a future date
- c) The Council agreed the agenda and content for the Neighbourhood Planning Meeting due to take place on the 16th October 2025. The objective of which is to update the community on the PC's view of the 3 major planning applications currently in play locally (HP Masterplan, Puy du Foy 25/02232/OUT and Ardley Freight Terminal) and remind them of the Mid Cherwell Neighbourhood Plan and this links with planning. It was also agreed that they

should use this opportunity to review the traffic calming measures planning in 2023 and ensure that these are still relevant following the S106 discussion in minute item 44

42) Clerks Report:

- a) Community Defibrillator training is confirmed for the 29th October 2025 at the Village Hall, the Council have approved the cost of £150 for this.
- b) 10 litter pickers have been given on a permanent loan basis from Cherwell District Council for ongoing community use
- c) A request is to be submitted to register The Barley Mow public house as a Community Asset following the current expiration in December 2025.
- d) Planning for the Lime trees on High Street to be trimmed has been approved and work is scheduled for the 27th November 2025
- e) The AGAR has now been completed and the report was loaded on the website on the 23rd September 2025
- f) Wanda Stewart-Lee has volunteered to take over as the Bookings Clerk for the Reading Room, the handover is complete and she has started in the role.
- g) The annual village firework night has been confirmed as the 1st November 2025 and Duncan Hedley is taking the lead with the support of volunteers
- h) The Clerk reminded Councilors that Parish Elections take place in 2026 and she will update them as to what requirements are needed
- i) The Clerk discussed that the Parish Precept needs to be confirmed by the end of 2025 and has asked the Council to bring a wish list of requirements for 2026 along with cost estimates that will enable budgets to be put in place for next year.

43) Deferred: None

44) S106 Update

Cllr Epps has confirmed to the Council that all of the agreed funding has been confirmed. He has supplied the Council with copies of the traffic calming measures that were approved in 2023,

the Council have agreed to review these and include the discussion with the community at the Neighbourhood Planning Meeting on the 16th October (see minute item 41 c)) the Council thanks Cllr Epps for making such great progress.

45) Upper Heyford Community Led Plan No update

46) Review Outstanding Action Items




Dates of Next Meeting: 20th November 2025, 8th January 2026, 12th February 2026, 12th March 2026

All held in the Upper Heyford Reading Room

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. There has been no action from Steeple Aston
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.
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 Future of the VH	VH Trustees	Ongoing	A meeting of the VH Trustees is due to take place on the 14 th October to agree a plan for the future.

Upper Heyford Parish Council

 **Location:** UH Reading Room
 **Date:** 9th October 2025
 **Time:** 7:15pm – 9.30pm

UHPC Website	Sarah Burrows	Ongoing	Sarah to continue working on the creation of the new website. New email addresses are now being used with exception of one Councillor which will be actioned ASAP.
Community Assets	Sarah Burrows	December 2025	It is confirmed that The Barley Mow is the only community asset on the register and the Council agreed that we do not need to add any more. The re-register of the Barley Mow to be completed
VH Flag	Sarah Burrows	ASAP	We have confirmation of the size and type of flag, the cost has been approved by the Council and one is to be ordered
Replace Oak Tree Commemorating the Jubilee	Sarah Burrows	October 2025	Nick Garner has confirmed support with this and that October would be a good time to plant, assuming it is wet enough – if the weather does not suit, then this will be delayed until the Spring 2026
SSEN	Chris O'Malley	ASAP	Follow up with SSEN on status of repair work and drive to completion. The contact at SSEN has become unresponsive. Chris Coe has requested that Cllr Weaver write to SSEN. Cllrs Weaver and O'Malley will follow up.
Reading Room WiFi	Paul Weaver	October 2025	Paul Weaver to create a QR code for display within the Reading Room to enable easy WiFi access.
Precept 2026	All Councilors	20 Nov 2025	All Councillors to create a 'wish list' of items that they would like to see improved within the village to enable the Precept and Budgets to be set for 2026

Signed

Paul Weaver, Chair

Upper Heyford Parish Council



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Date: 9th October 2025



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Sarah Burrows, Parish Clerk