

## Meeting Minutes

**Present:** Councillors: Gareth Epps, Bryony Johnson, Derek Burrows, Chris O'Malley, Mark Hiles  
Clerk: Sarah Burrows

**Apologies:** Chair: Paul Weaver, Councillors: George Stephenson Member of the public: Simon Van Zwanenberg

- 11 **Code of Conduct:** Cllr Johnson reminded Councillors of the code of conduct requirements under the Localism Act of 2011
- 12 **Consideration of Dispensations:** Cllr Burrows regarding agenda item 24.
- 13 **Public Forum:** 4 members of the public were welcomed to the meeting, Jo Allen to contribute to agenda item 14, Graham Wilson to contribute to agenda item 21 b) and in connection with UH Village Hall discussions.
- 14 **S106 Allocation / phase 1 traffic mitigation funding discussion with Cll Gareth Epps and Jo Allen**

Jo Allen and the Council discussed their frustrations with Cllr Epps that the funding was approved in 2011 and despite completing a proposal and several promises from OCC this has never come to light. Concerns from the PC are that future largescale planning applications are due and that this may be delayed because of that. The PC have also requested that interest be paid in addition to the funds due to the length of time they have had to wait.

Cllr Epps noted: £87k is allocated to Upper Heyford, £62k is ready to be drawn down, the remaining £25k is yet to be paid by Heyford Park. He agreed that the UHPC has done everything it can to date and that he will now get an update from Highways regarding the proposal.

Next steps: Cllr Epps to set up a meeting for affected parishes to meet. The UH Parish Clerk will follow up with Cllr Epps in late August, if no update has been received.

### 15 **Community Fund Discussion**

The Parish Clerk had previously met with Simon Van Zwanenberg who agreed for her to discuss all with the council. The Community Fund Bank Account was originally put in place to support the, now redundant, Amenities Committee. Investigations into how this money can be better

invested to support the community have been made. Stakeholders for the funds have been asked if they would like to move the money into a higher interest deposit account where the Parish Council can benefit from the income of the interest. Responses from the stakeholders are being collated before moving onto next steps.

**16 Approved Meeting Minutes:** Council approved the minutes of the PC Meeting held on the 12<sup>th</sup> June 2025

**17 Finance:**

- a) Purchase invoices approved by the Council
- b) Financial transactions report reviewed by the Council
- c) The cashflow forecast was reviewed by the Council
- d) The spend against budget was reviewed and monitored by the Council

**18 Clerks Report:**

- a) Constitutional Documents were reviewed and approved. Next review is due in July 2027. These include Standing Orders; Code of Conduct; Staffing Committee; Health & Safety Policy; Risk Assessment; Anti-bullying & harassment policy; Whistleblowing Policy; Vexatious or Unreasonable Behaviour Policy; Social Media Policy; Complaints Policy; Staff Handbook; Document retention & Disposal Policy; Data Protection policy; IT Policy; Disciplinary Policy; HR Policy; Financial Regulations
- b) VAT return completed for £4154.02 for Apr-Jun 2025
- c) £6524.37 is immediately available to boost PC funds – council approved the transfer into the PC current account
  - £ 3892.01 2024/5 Reading Room expenses
  - £2632.36 interest earned on deposits
- d) Council have approved the switching of bank accounts to one that is more intuitive and cost effective. Council approved moving ringfenced funds into a high interest deposit account to boost the Council income using the interest

- e) Insurance renewal questionnaire to be completed by the 2<sup>nd</sup> August 2025. The Clerk is to complete and pass on to Cllr Johnson and Cllr O'Malley for review and input.
- f) Playground inspection completed.
- g) Quotes received for the lime tree work required on High Street, Council agreed to Blue Monkey carrying it out.
- h) Reviewed Parishioners request for an additional defibrillator in the village, Council decided against it due to budget restrictions and that we meet the current legislative requirements.
- i) Staffing Committee is now in place, the Council thanks Cllr Weaver, Cllr Johnson and Cllr O'Malley for taking on this role.

**19 Planning:** Reviewed the planning application report

**20 Deferred:**

- a) Ardley Rail Freight Terminal update from Cllr Epps that it is still in negotiation
- b) Fibre Broadband – ongoing project.

**21 Upper Heyford Community Led Plan** Clerk research has suggested that we follow the toolkit and advice provided by Community First Oxfordshire and investigate grants available from Cherwell DC. Next steps is for Council to decide on timing and meet specifically to discuss this in depth.

**22 SSEN Update** There is damage to the wall of the allotments and loose cabling at the Village Hall following work carried out by SSEN

**23** Council have agreed to replace the dead Oak Tree planted in commemoration of the Queen's Platinum Jubilee

**24** Discussed the requirement for a new flag for the Village Hall

**25** The Parish Clerks hours and salary have been reviewed and approved by both the Staffing Committee and the Council. Approval has been given to purchase a laptop with a budget of £500

**26** Graham Wilson proposed a village 'library' to be placed in the Bus Stop on Somerton Road. There are concerns around the damp getting in and damaging the contents. This has not been put on hold while Graham looks further into it.

## 27 Reviewed outstanding Action Items

**Dates of Next Meeting:** 11<sup>th</sup> September, 9<sup>th</sup> October, 20<sup>th</sup> November

### Action Items

Action items	Owner(s)	Deadline	Status
Playground	Mark Hiles	ASAP	To manage the contractor regarding any playground repairs following the inspection
Winter Preparation	Derek Burrows	September 2025	Check for any requirements such as salt, salt boxes etc
Blandford Fly	Sarah Burrows	September 2025	Follow up with Steeple Aston PC to see what was put in place and how we can join next year.
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. Quotes received, gaining more information before moving forward
Reading Room	Bryony Johnson	September 2025	Damage to the roof, missing tiles. Bryony to manage the contractor for repairs.
Green Scythe	Derek Burrows/Sarah Burrows	ASAP	Ask Green Scythe to treat the stinging nettles and weeds around the children's playground, ensure that they use guards when strimming around the playground. Ensure there is no unnecessary grass cutting in the dry weather
The Future of the VH	VH Trustees	Ongoing	We now have the original lease and paperwork to enable the VH Trustees to decide where it could be possible for the PC to become Sole Trustee, Custodian Trustee or continue to have the AMC Committee run the VH on their behalf

# Upper Heyford Parish Council



**Location:** UH Village Hall



**Date:** 17<sup>th</sup> July 2025



**Time:** 7:15pm – 10:00pm

UHPC Website	Sarah Burrows	Ongoing	Council agreed to Computer Pro hosting a new .org domain and building the site using Wix.
Community Assets	Sarah Burrows	December 2025	Research all community assets in the village, including the Barley Mow pub and update
VH Flag	Derek Burrows	ASAP	Check the flag we have for size and provide recommendations
Replace Oak Tree	Sarah Burrows	September 2025	Speak with Nick Garner for advice and help
SSEN	Chris O'Malley	September 2025	Follow up with SSEN on status of repair work and drive to completion

**Signed**

**Paul Weaver, Chair**

**Sarah Burrows, Parish Clerk**