

Meeting Minutes

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

Apologies: Councillors: Gareth Epps, Bryony Johnson, Derek Burrows

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

Consideration of Dispensations: None

- 1) **Public Forum:** The Parish Council welcomed 2 members of the community and discussed Speed Watch and Biodiverstity initiatives
- 2) **Approved Meeting Minutes:** Council approved the minutes of the PC Meeting held on the 5th March 2026.
- 3) **Finance:**
 - a) Purchase invoices approved by the Council

Enter a contact, amount, or reference

Start date

End date

Date type

Any date

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Add planned date

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4 items | 1,232.44 GB

☐	View	From	Reference	Date ↓	Due date	Planned date	Paid	Due	Files	Action
☐		Community First Oxfordshire	Subscription	Apr 01, 2026	Apr 16, 2026	+ Add date	0.00	35.00		Make payment
☐		Cherwell District Council	20033227	Apr 01, 2026	Apr 15, 2026	+ Add date	0.00	377.52		Make payment
☐		Cherwell District Council	3032374	Mar 12, 2026	May 01, 2026	+ Add date	0.00	114.92		Make payment
☐		Stages Theatrical	UHHD/2702/2026	Feb 27, 2026	Mar 30, 2026	+ Add date	0.00	705.00		Make payment

- a) Financial transactions report reviewed by the Council
- b) The spend against budget was reviewed and monitored by the Council
- c) The Bank Reconciliation for the last period was reviewed by the Council
- d) 2025/6 Accounts were approved by the Council
- e) £208.36 VAT Return completed for Jan-Mar 2026

Upper Heyford Parish Council

 **Location:** UH Reading Room
 **Date:** 9th April 2026
 **Time:** 7:15pm – 9.15pm

Income & Expenditure

Upper Heyford Parish Council
For the year ended 31 March 2026

Account	2026	2025
Income		
Burial Fees	350	385
Football Pitch Rental	868	0
Events	160	0
Interest Income	1,418	1786
Hire Fees	3,252	3649
Precept	12,492	11674
Village Hall Expenses re-char	1,849	0
Grant Income	0	23000
Donation	650	0
Total Income	21,039	40494

Expenditure		
Football Pitch Expenses	1,123	0
Reading Room Expenses	4,276	3097
Village Hall Expenses	796	0
Heat Upper Heyford	0	10619
Events	0	185
Election fees	0	37
Advertising & Marketing	169	0
Audit & Accountancy fees	1,301	2473
Bank Fees	74	71
Community Event Cost	48	0
Employers National Insurance	50	0
General Expenses	572	0
Ground Maintenance	9,879	13591
Insurance	1,823	1769
IT Software and Consumable	71	0
MCNP	(435)	1095
Playground	1,402	168
Postage, Freight & Courier	1	0
Professional Fees	1,276	0
Rates	320	0
Salaries	7,576	750
Staff Training	300	0
Subscriptions	406	307
Total Expenditure	31,026	34162

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Statement of assets and liabilities		
Upper Heyford Parish Council		
As at 31 March 2026		
Account	31-Mar-26	31-Mar-25
Fixed Assets		
Tangible Assets		
Asset	163,795	2576
Computer Equipment	344	0
Total Tangible Assets	164,139	2576
Total Fixed Assets	164,139	2576
Current Assets		
Cash at bank and in hand		
Upper Heyford Parish Council	589	27815
Upper Heyford Parish Council Deposit Account	62,707	67813
Post Office	0	20
Upper Heyford PC Current Account	13,966	0
Total Cash at bank and in hand	77,262	95648
Accounts Receivable	259	6380
Total Current Assets	77,521	102028
Creditors		
Accounts Payable	955	3800
Total Creditors	955	3800
Net Current Assets (Liabilities)	240,705	100,804

4) Planning:

04-Feb	25/03343/OUT	OS Parcel 0043 Land South and West of Camp Road Heyford Park	Outlinbe planning application for up to 475 dwellings
23-Feb	25/03343/OUT	Update to the above planning application	

The Council have agreed to submit further objections to this planning application.

5) Clerks Report:

- a) Invitation to attend training to better understand complex planning applications was passed on to the Parish Council, Councillors are unable to attend as it takes place during the working week and the councillors are committed to their full time jobs.
- b) Request from Jamie Adams to use the football pitch over the Summer months (July-Sep). the Parish Council has declined this request as it feels that this time should be used for the pitch to rest. Mark Hiles to contact Jamie and let him know.
- c) Request to support the MCNP objections to the Oxfordshire Strategic Railfreight Interchange planning application has been approved by the Council. £1,000 will be allocated to this.
- d) Oxfordshire County Council Flood Management Grant for £200 applied for. Marc Theilke requested the funding to complete works and it has been agreed that the PC will provide this.
- e) Having researched high interest earning deposit accounts, the options for Parish Council funds are limited. We currently have funds deposited in a Unity Trust deposit account which incur charges. The Clerk is to investigate alternative more cost effective deposit accounts.

6) Biodiversity:

Jo Allen has applied for a grant to plant further trees along the roadside.

7) Deferred: Agreed the content for the APM.

8) S106 Update:

- a) The Parish Council have not had an update from OCC regarding the installation of the Traffic Calming initiatives – the Parish Clerk will chase

9) Upper Heyford Community Led Plan

- a) The CLP launch date is confirmed for the 22nd April 2026
- b) The CLP has been approved by the Parish Council, outlining the activities required to gather the data from the Community

- c) The £1,147.75 budget for the CLP has been approved, £200 contribution from the Parish Council, the remainder

10) Parish Council Events

- a) Annual Parish Meeting & CLP Launch Event (22nd April)
- b) May Day Fun Day (3rd May)
- c) Beer & Music Festival (25th July): Concerns within the Council that time is too tight to put on this event. Mark Hiles to investigate options.

11) Review Outstanding Action Items

Dates of Next Meeting: 14th May (Annual Meeting of the Council), 11th June, 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 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.
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
SSEN	Chris O'Malley	Ongoing	Follow up with SSEN on status of repair work and drive to completion. The contact at SSEN has become unresponsive. Chris Coe has requested

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that Cllr Weaver write to SSEN. Cllrs Weaver and O'Malley will follow up. This is moving forward slowly. SSEN have promised an update by the end of March 2026. It should be completed by the end of May.

Playground Bin	Sarah Burrows	5 Mar 2026	Research the cost of increasing the size of the rubbish bin by the playground on the Somerton Road. The Council have agreed on the purchase of a bin at the cost of £472.41 plus VAT and delivery. Ordered from Kingfisher Direct on the 6 th March 2026 with an 8-10 week delivery timeline.
Dispenser Equipment for the RR	Sarah Burrows	5 March 2026	Toilet roll, blue roll & liquid soap dispensers purchased for the Reading Room. The VH team are to confirm that they want the same for there. Next step to hang them.
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 23 rd & 25 th February 2026 to ask if they would like to quote for the work. Murray Electricl completed a site visit and we are awaiting a quote. Sarah to contact Benchmark Electrical for a quote.
Football pitch	Mark Hiles	ASAP	The under 12 team that wish to use the football pitch have requested 9 aside pitch markings and s facility to store the smaller goals. Mark organising a site visit to discuss this further.

Signed

Paul Weaver, Chair

Sarah Burrows, Parish Clerk