

## Meeting Minutes

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

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

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











**Consideration of Dispensations:** None

**56) Public Forum:** none

**57) Approved Meeting Minutes:** Council approved the minutes of the PC Meeting held on the 20th November 2025

**58) Finance:**

- a) Purchase invoices approved by the Council - all invoices listed have been ‘examined, verified and certified’ by the RFO.

Q		Enter a contact, amount, or reference	Start date	End date	Date type	Filter	Columns			
<input type="checkbox"/>	View	From	Reference	Date ↓	Due date	Planned date	Paid	Due	Files	Action
<input type="checkbox"/>		<b>K B Probbits</b>	37	29 Dec 2025	12 Jan 2026	+ Add date	0.00	210.00		
<input type="checkbox"/>		<b>National Association of Local Councils</b>	01134	09 Dec 2025	08 Jan 2026	+ Add date	0.00	42.00		
<input type="checkbox"/>		<b>Blue Monkey Tribe Ltd t/a Blue Monkey Trees</b>	BBC73F-0803	27 Nov 2025	 11 Dec 2025	+ Add date	0.00	2,100.00		

- b) Financial transactions report reviewed by the Council
- c) The spend against budget was reviewed and monitored by the Council
- d) The Bank Reconciliation for the last period was reviewed by the Council
- e) The Sep-Dec 2025 VAT Reclaim has been completed for £1,214.52

# Upper Heyford Parish Council

🏠 **Location:** UH Reading Room  
 📅 **Date:** 8<sup>th</sup> January 2026  
 🕒 **Time:** 7:15pm – 9.50pm

f) The 2026/7 Budget was reviewed and approved by the Council, setting the precept at £24,429.90

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
<b>Advertising &amp; Marketing</b>		
Valley News	£200.00	£0.00
<b>Audit &amp; Accountancy fees</b>		
AGAR	£600.00	£0.00
<b>Cemetery</b>		
Burial Fees	£0.00	£350.00
Rates	£200.00	£0.00
<b>Community Led Plan</b>		
CLP	£1,000.00	£0.00
<b>Village Events</b>		
Village Events	£1,000.00	£0.00
<b>Football Pitch</b>		
Pitch Rental Income	£0.00	£750.00
<b>General Expenses</b>		
Dog Bins	£650.00	£0.00
<b>Ground Maintenance</b>		
Ground Maintenance costs	£10,000.00	£635.10
Ground Maintenance Grant	£0.00	£650.00
<b>Insurance</b>		
Annual Insurance	£2,000.00	£0.00
<b>Interest Income</b>		
Movement	£0.00	£2,000.00
<b>Planning</b>		
VCNP	£315.00	£0.00
<b>Playground</b>		
inspection, maintenance & repairs	£1,500.00	£0.00
New bins	£1,000.00	£0.00
<b>Reading Room</b>		
Rental Income	£0.00	£2,500.00
Demarcation - car park	£1,000.00	£0.00
Utilities & Cleaning	£3,500.00	£0.00
<b>Remembrance Day</b>		
Band	£250.00	£0.00
Decorations	£1,000.00	£0.00
<b>Salaries</b>		
Salary Expense	£6,000.00	£0.00
<b>Software</b>		
Office 365, accountancy & web software	£500.00	£0.00
<b>Staff Training</b>		
Movement	£250.00	£0.00
<b>Subscriptions</b>		
Movement	£350.00	£0.00
	<b>£31,315.00</b>	<b>£6,885.10</b>

**PRECEPT £24,429.90**

59) **Planning:** Reviewed the planning application report

60) **Clerks Report:**

- a) The Council approved the appointment of Lisa Wilkinson as the Internal Auditor for the 2025/6 AGAR. The Clerk noted that progress has started by reviewing and completing the initial checklist.
- b) The Clerk has purchased a laptop for Parish Council use for £400 within the agreed £500 budget agreed in the Council meeting on the 17<sup>th</sup> July, minute reference 25. An annual subscription to Office 365 has also been purchased.
- c) The clerk has met with Malak James from Bicester based Stages Theatrical Group and the Council have agreed to put on an initial event at the end of February in the VH – a dinner theatrical night where there will be a mix of 70's, 80's and 90's music. The Council also agreed to include elements from them in the May Day and Summer events.
- d) The Council reviewed the grant opportunity with GWR but there is not a good fit for our village as we are too far away from the station.
- e) The Council reviewed an opportunity to invest funds using the Insignis Investor Platform, the decision was not to due to the high charges for the service. The Council will review other easily accessible high interest accounts.
- f) The PC has approved a new draft of the application to make the Barley Mow a Community Asset

## **61) Biodiversity:**

- a) The Parish Council reviewed and approved the UHPC Biodiversity Policy
- b) The Parish Council reviewed the opportunity of an income stream by adding parish land to the Environment Bank, however it was agreed that we do not have enough acreage to do this.

## **62) Deferred:**

- a) Defibrillator procedures:
  - i) The defibrillator is registered with Circuit and has a unique reference number. Anyone dialling 999 in the local area will be told of the defibrillator and the code to gain access.

- ii) Circuit send out reminders for when the necessary checks are required and Cllr Weaver completes these.
- iii) Once the defibrillator has been used, it is removed from the register until the key parts have been replaced and it is ready for use.
- iv) It has been agreed that the Parish Council will not hold a stock of spares as these have a lifespan and may never be used.
- v) The defibrillator is currently only 18 months old as there was a fault with the case and it was replaced.

b) The Village Hall – no comments or input

c) The Parish Council completed the annual Asset Inspection and the Clerk will amend the register with the changes

- i) The Asset Register is to be posted on the UHPC website

d) Cemetery & Churchyard

- i) The Parish Council would like to thank the anonymous villager who has repaired the gate
- ii) The new area of the cemetery needs to be rotavated and re-seeded. The Clerk is to ask Keith Probitts to complete this.
- iii) It has been reported that people are taking their dogs into both the churchyard and the cemetery. New 'no dogs allowed' signs will be reviewed at the next meeting

**63) S106 Update:** Following the confirmation from Cllr Epps that the funds are available, the PC are to organise a village meeting in January to confirm that the existing plans are still suitable. The meeting has been scheduled for the 28<sup>th</sup> January 2026

**64) Heat Upper Heyford Update:** The Heat Upper Heyford Project has been ongoing since 2021 with 4 feasibility studies completed. While the scheme to create a network in the village to supply heating and hot water is technically feasible, government funding available at present is insufficient to make the scheme attractive to residents – in effect, it is assuming that each home will be able to finance their own air source heat pump in the coming years. Added to that, this scheme would not have a good return on investment for potential investors (who have been

funding the latest feasibility study), with uncertainty about when additional sources of electricity would be available such as wind and solar.

The team have not stopped though - even though the centralised energy source is no longer going ahead - they are looking at how they can support households in the community and village buildings through government funding and grants available.

The Parish Council would like to thank those involved in Heat Upper Heyford for their time and dedication to this project.

**65) Upper Heyford Community Led Plan** The Clerk is focusing on this project this quarter, working alongside Community First Oxfordshire and the launch event is scheduled for the 22<sup>nd</sup> April 2026




## 66) Review Outstanding Action Items

**Dates of Next Meeting:** 12<sup>th</sup> February, 5<sup>th</sup> March, 9<sup>th</sup> April, 14<sup>th</sup> May (AGM), 11<sup>th</sup> June, 9<sup>th</sup> July, 10<sup>th</sup> September, 8<sup>th</sup> October, 12<sup>th</sup> November All held in the Upper Heyford Reading Room at 7.15pm

## Action Items

Action items	Owner(s)	Deadline	Status
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
UHPC Website	ALL	Ongoing	First draft of the website is complete. The Parish Council are reviewing it and are to provide

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feedback, headshot photos and answer some profile questions

Barley Mow - Community Asset	Sarah Burrows	12 Feb 2026	A new draft of the application has been approved by the Parish Council and is to be submitted
Replace Oak Tree Commemorating the Jubilee	Sarah Burrows	Spring 2026	Nick Garner has confirmed support with this, tree to be purchased and planted in the Spring
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 that Cllr Weaver write to SSEN. Cllrs Weaver and O'Malley will follow up. This is moving forward slowly
Vermin on the Playing Fields	Derek Burrows, ASAP Mark Hiles & George Stephenson		To find a solution and repair any damage is ongoing.
Road Fault Monitoring	George Stephenson	Ongoing	George to confirm that he is willing to take on the role of liaison between the Village and OCC to report and road faults
No Dogs Signs	Sarah Burrows & Derek Burrows	12 Feb 2026	Create and hang clear 'no dogs allowed' signs to the entrance of the churchyard & graveyard
Asset register	Sarah Burrows	12 Feb 2026	The asset register is to be updated following the review and posted on the UHPC website

**Signed**

**Paul Weaver, Chair**

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**Sarah Burrows, Parish Clerk**