

Upper Heyford Parish Council

 **Location:** UH Reading Room
 **Date:** 14th May 2026
 **Time:** 7:15pm

To Members of the Upper Heyford Parish Council

You are summoned to attend the Annual Meeting of Upper Heyford Parish Council to be held on the 14th May 2026 at 7.15pm at The Upper Heyford Reading Room

Sarah Burrows

Clerk to Upper Heyford Parish Council
7th May 2026

Meeting Agenda

Code of Conduct:

Consideration of Dispensations:

22) Election of Chairman - To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

23) Election of Vice Chairman - To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.

24) Members to update and sign Register of Interests paperwork

25) Public Forum – limited to 15 minutes

26) Approve Meeting Minutes from the Parish Council meeting on the 9th April 2026 and the Annual Parish meeting on the 22nd April 2026

27) Finance:

- a. Submit purchase invoices for Council approval
- b. Review Transactions Report
- c. Review spend against budget
- d. Review Bank Reconciliation report
- e. 2026 AGAR Update

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28) Planning: Review planning applications

29) Clerks Report:

30) Biodiversity:

- a. Review any biodiversity proposals

31) Deferred:

- a. David Munns complaint that verge maintenance should include the section opposite his property Oddstones on High Street to end of 28 High Street. Was previously included but missed on last two visits.
- b. Spring water - the new water route to the tank is filling tank with sand/silt, which in turn blocks/reduces flow to all 3 outlets. Needs industrial suction emptying and outlet lines clearing. Probably on a periodic basis so will need budget consideration.

32) S106 Update

33) Community Led Plan

34) Parish Council Events

- a. Beer & Music Festival (25th July 2026)

35) 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

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			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 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 Electric 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

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facility to store the smaller goals. Mark organising a site visit to discuss this further.

UHPC CALENDAR 2026

JUNE	
11	PC Meeting RR
JULY	
9	PC Meeting RR
25	Beer & Music Festival
AUGUST	
13	PC Meeting RR (TBD if needed)
SEPTEMBER	
10	PC Meeting RR
TBC	Flower & Produce Show
OCTOBER	
8	PC Meeting RR
16	Stages Theatre Group Event TBD
31	Children's Halloween Party RR
NOVEMBER	
7 (TBC)	Bonfire Night
8	Remembrance Day & Refreshments
12	PC Meeting RR
DECEMBER	

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10	PC Meeting RR (TBD if needed)
TBC	Pantomime
TBC	Christmas Fayre
TBC	Carols

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