

Upper Heyford Parish Council

 **Location:** UH Reading Room
 **Date:** 10th September 2026
 **Time:** 7:15pm

To Members of the Upper Heyford Parish Council

You are summoned to attend the Upper Heyford Parish Council Meeting to be held on the 10th September 2026 at 7.15pm at The Upper Heyford Reading Room

Sarah Burrows

Clerk to Upper Heyford Parish Council
5th September 2026

Meeting Agenda

Code of Conduct:

Consideration of Dispensations:

47) Public Forum – limited to 15 minutes

48) Approve Meeting Minutes from the Annual Meeting of the Upper Heyford Parish Council on the 9th July 2026

49) Finance:

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

50) Planning: Review planning applications

51) Clerks Report:

52) Biodiversity:

- a. Review the map and feedback from the community around rewilding sites in the village

Sarah Burrows, Clerk & RFO to the Council
Upper Heyford Village Hall, Somerton Road, Upper Heyford OX25 5LB
parishclerk@upperheyfordpc.org.uk

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53) Deferred

- a. Village playground repairs
- b. Parking at the Green
- c. Remembrance Sunday purchases

54) S106 Update

55) Community Led Plan

56) Parish Council Events

- a. Review of Upper Heyfest Beer & Music Festival 29th August 2026
- b. Discussion of any future events

57) 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 this is still a work in progress and that the PC still believe the land belongs to them. 9 July Cllr Johnson has followed up with a solicitor asking if they will take on this case.
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

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VH Electrical Work	Sarah Burrows	September 2026	Replace the showers in the Pavilion. Richard Murrey is scheduled to complete the work in September 2026.
Village Hall parking Extension	Sarah Burrows	Ongoing	Source quotes for a supplier of ground reinforcement paver
Spring Water	Chris O'Malley	11 th June 2026	Initial work completed to empty and clear lines from the spring water tank to all 3 outlets, the water flow is still very slow although it is clearer, a second visit is scheduled for 22 nd July 2026 to empty and clean the pipes.
Biodiversity	Sarah Burrows	10 th September 2026	Share the proposed rewilding sites with the community and obtain feedback, create signage informing people of the biodiversity areas.
Heat Upper Heyford	Sarah Burrows	Ongoing	Liaise with the HUH team on decarbonising the heating of the VH and RR with solar power generation and storage.
Village Emergency Plan	Sarah Burrows	10 th September 2026	Create and publish a Village Emergency Plan
Speed limit signs	Sarah Burrows	10 th September 2026	Source and replace the faded speed limit signs

UHPC CALENDAR 2026

SEPTEMBER	
10	PC Meeting RR
31	Children's Halloween Party RR
NOVEMBER	
7	Bonfire Night

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8	Remembrance Day & Refreshments
12	PC Meeting RR
DECEMBER	
10	PC Meeting RR (TBD if needed)
20	Christmas Fayre
13	Carols

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