

Meeting Minutes

Present: Chair: Paul Weaver. Councillors, Chris O'Malley, Mark Hiles, Bryony Johnson, Derek Burrows, Gareth Epps. Clerk: Sarah Burrows

Apologies: Councillors: George Stephenson

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

Consideration of Dispensations: None

22) Election of Chairman - To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office. The Chair Paul Weaver resigned. Cllr Bryony Johnson proposed Paul Weaver as the new Chair, seconded by Cllr Chris O'Malley and a unanimous vote from the Council elected Paul Weaver as the Chair.

23) Election of Vice Chairman - To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office. The Vice Chair Derek Burrows resigned. Cllr Bryony Johnson proposed Derek Burrows as the new Vice Chair, seconded by Cllr Paul Weaver and a unanimous vote from the Council elected Derek Burrows as the Vice Chair.

24) Members to update and sign Register of Interests paperwork. Register of Interests forms were reviewed by all Councillors and updated where necessary.

25) Public Forum: No members of the public attended

26) Approved Meeting Minutes: Council approved the minutes of the PC Meeting held on the 9th April 2026 and the Annual Parish Meeting on the 22nd April 2026.

27) Finance:

- a) Purchase invoices approved by the Council

Upper Heyford Parish Council

 **Location:** UH Reading Room
 **Date:** 14th May 2026
 **Time:** 7:15pm – 9:30pm

Enter a contact, amount, or reference

Start date

End date

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4 items | 1,382.09 GBP

☐	View	From	Reference	Date ↓	Due date	Planned date	Paid	Due	Files	Action
☐		K B Probbits	44	May 01, 2026	May 30, 2026	+ Add date	0.00	420.00		Make payment
☐		David Williamson	0051	May 01, 2026	May 30, 2026	+ Add date	0.00	373.13		Make payment
☐		Valley News	Subscription 2026-27	Apr 15, 2026	May 30, 2026	+ Add date	0.00	168.96		Make payment
☐		K B Probbits	38	Apr 04, 2026	Apr 18, 2026	+ Add date	0.00	420.00		Make payment

- 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 and it was agreed to move £11,000 from the HSBC Current Account into the interest earning Deposit Account
- e) 2025/6 AGAR is moving forward, the Council reviewed and updated the Asset Register

Upper Heyford Parish Council Asset Register

Asset Name	Asset Number	Purchase Date	Asset Type	Description	Book Value
Recreation Field, Somerton Road OX25 5LB	FA-0001	1842	Land	3.3 acres of recreation field acquired by an enclosure award in 1842. Controlled by the UH Parish Council	£1.00
The allotments Somerton Road OX25 5LB	FA-0002	1842	Land	19 acres of allotment land acquired by enclosure award 1842. Controlled by the Registered Charity Allotment Committee	£1.00
The Common	FA-0003	1842	Land	2 acres of common land. Acquired by Enclosure Awards 1842. Controlled by St Mary's Church Parochial Church Council	£1.00
The Cemetery & War Memorial	FA-0004	1919	Land	Burial ground currently in use. Purchased from New College Oxford in 1919. Controlled by The UH Parish Council	£1.00
The Village Green, The Tchure, Little Hill 'Bomb Site'	FA-0005	1979	Land	Purchased from New College Oxford in 1979. Controlled by the UH Parish Council	£1.00
The Village Hall Sports Pavilion, Somerton Road OX25 5LB	FA-0006	1964	Building	Village Hall was built in 1964. The Pavilion was added in 1976. The Village Hall is controlled by The Upper Heyford Village Hall Management Committee, a registered charity.	£50,000.00
Reading Room, Village Green, Upper Heyford	FA-0007	2001	Building	Purchased from New College, Oxford in 2001. Controlled by the UH Parish Council	£10,000.00
Bus Shelter, Somerton Road, OX25 5LB	FA-0008	1964	Building	Bus Shelter was built circa 1964. Controlled by the UH Parish Council	£2,500.00
Bus Shelter, Camp Road, Upper Heyford	FA-0009	1979	Building	The bus shelter was built in 1979 on land purchased from New College, Oxford. Controlled by the UH Parish Council	£2,000.00
Village Noticeboard, Somerton Road	FA-0010	2001	Notice Board	Village Noticeboard purchased in 2001. Controlled by the UH Parish Council	£500.00
Noticeboard, Reading Room	FA-0012	2014	Notice Board	Village noticeboard installed in 2014. Controlled by the UH Parish Council	£1,600.00
Noticeboard, Village Hall	FA-0013	2013	Notice Board	Village noticeboard installed in 2013. Controlled by the UH Parish Council	£1,600.00
Amenity Land, Orchard Place	FA-0014	2001	Land	Amenity land acquired following Section 106 agreement in 2001. Controlled by the UH Parish Council	£1.00
Children's Play Area, Recreation Field, Somerton Road	FA-0015	2016	Playground	Children's playground replaced in 2016. Controlled by the UH Parish Council	£50,000.00
Toddler's Play Area, The Green	FA-0016	2010	Playground	Toddler's Play Area installed new in 2010. Controlled by the UH Parish Council	£37,500.00
The Clock, St Mary's Church, Church Walk	FA-0017	1866	Clock	The clock which is in the tower of St Mary's Church	£1.00
Defibrillator	FA-0019	2017	Equipment	Defibrillator purchased new in 2017. Controlled by the UH Parish Council	£1,365.00
Cemetery Noticeboard	FA-0020	2017	Notice Board	Cemetery Noticeboard purchased ne in 2017. Controlled by the UH Parish Council	£785.00
Noticeboard for Allens Lane	FA-0022	12/05/2025	Notice Board	Replacement Notice Board for Allens Lane, Upper Heyford	£1,091.23
A speed indication device or speed indicator display is a vehicle activated sign that uses radar to measure the speed of an oncoming vehicle and display this using LEDs on the device. A speed indication device is installed with the view to alert the driver of their speed and encourage the driver to slow down when the sign is activated. A speed indication device is inherently a vehicle activated sign as it uses radar technology to detect oncoming vehicles and measure their speed. A speed indication device can also be called a speed display sign as the signage is responsive to the speed at which a driver is travelling and displays this speed on the sign in real time.					
Speed Indicator Device	FA-0023	01/04/2025	Equipment	Upper Heyford Village Hall, Somerton Road, Upper Heyford OX25 5LB	£3,200.00
Upper Heyford Village Hall, Somerton Road, Upper Heyford OX25 5LB	FA-0024	01/05/2025	Building	Upper Heyford Village Hall, built in 1963.	£7,000.00
Lenovo Idea Pad Laptop	FA-0025	25/11/2025	Equipment	Laptop for use of the Parish Clerk	£333.33
Middleborough Steel Litter Bin - 112ltr	FA-0026	06/03/2026	Equipment	Litter bin in orange for the playground at the playing fields	£472.41
Maypole complete with braids and MDF board	FA-0028	14/04/2026	Equipment	Village Maypole	£461.59
					£170,415.56

28) Planning: No new planning applications

29) Clerks Report:

- a) A member of the public questioned any planned proposals regarding parking restrictions in the Village. The Council discussed this and a reply was submitted explaining that, although Oxfordshire County Council agreed to introduce double yellow lines at the junctions of High Street/Somerton Road & Mill Lane/Somerton Road due to the lack of visibility at these junctions, this would not be enforced with a traffic regulation order until a statutory consultation has been completed.
- b) The May Valley News submission was reviewed and approved by the Council.
- c) The scope of the Village Hall parking extension has been agreed to extending the car park widthways to the playground and add a row of parking availability depth. The council reviewed the use of an anchored ground reinforcement paver and costs are to be explored.
- d) Adding demarcation lines at the Reading Room carpark was agreed by the Council.
- e) The May Day Fun Day raised £850

30) Biodiversity: No update

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. The Council discussed and it appears that a villager asked the contractor not to trim when cars were parked. The Council agreed to speak with Green Scythe, the contractor to ensure that they continue to trim as long as cars are not parked on the verge where they are strimming.
- 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. The Council agreed that this work needs to be completed and that quotes are required to move forward.

32) S106 Update: OCC have a revised quotation for the 3 gateways into the Village on Somerton Road, Station Road and Camp Road and is in line with expectations. The Purchase Order is being raised and submitted for approval after which it will be instructed to the contractor for implementation. OCC will inform the Parish Council once dates for installation have been agreed.

33) Upper Heyford Community Led Plan: The launch event on the 22nd April was deemed a success with over 50 Villagers attending and contributing comments to the Topic Boards. Next steps are to engage with the remaining villagers by creating drop in sessions, attending village groups and activities over the month of June to be able to provide content with which the survey can be structured.

34) Parish Council Events: Beer & Music Festival: The proposal for the Upper Heyfest Beer festival to be moved to the 29th August 2026 was put to the Parish Council who have requested more clarification on how this would work.

35) Review Outstanding Action Items

Dates of Next Meeting: 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.

Upper Heyford Parish Council

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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.

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 23rd & 25th February 2026 to ask if they would like to quote for the work. Murray Electrical completed a site visit and we are awaiting a quote. Sarah to contact Benchmark Electrical for a quote. Only 2 suppliers have provided quotes, Rockland Electrical and Richard Murrey. Richard Murrey is considerably cheaper and comes recommended by members of the Parish Council. The Parish Council have approved for Richard Murrey to go ahead with replacing the showers in the Pavillion. The other items (updating the lighting and Heating in the Village Hall) have been passed to the Amenities Committee for consideration.

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. Mark is waiting for a response

Village Hall parking Extension Sarah Burrows 11th June 2026

Source quotes for a supplier of ground reinforcement paver

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Reading Room Parking Demarcation Lines	Derek Burrows	11 th June 2026	Source quotes for a Contractor to complete the lines for parking at the Reading Room
Green Scythe verge strimming	Derek Burrows	11 th June 2026	Speak to Green Scythe and ensure that they do not take instructions from Villagers only the PC
Spring Water	Chris O'Malley	11 th June 2026	Source suppliers and quotes to empty and clear lines from the spring water tank to all 3 outlets.

Signed

Paul Weaver, Chair

Sarah Burrows, Parish Clerk