

Upper Heyford Parish Council

 **Location:** UH Reading Room
 **Date:** 11th June 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 11th June 2026 at 7.15pm at The Upper Heyford Reading Room

Sarah Burrows

Clerk to Upper Heyford Parish Council
5th June 2026

Meeting Agenda

Code of Conduct:

Consideration of Dispensations:

36) Public Forum – limited to 15 minutes

37) Approve Meeting Minutes from the Annual Meeting of the Upper Heyford Parish Council on the 15th May 2026

38) 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

39) Planning: Review planning applications

- a. Heyford and J10 Major Developments - initial stakeholder meeting

40) Clerks Report:

41) Biodiversity:

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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- a. Review any biodiversity proposals

42) Deferred:

- a. Storage requirements for strimmer, lawn mower, leaf blower etc
- b. Dogs on leads sign requirements
- c. Oxfordshire Quiet Lanes Programme
- d. Fenced footpath across Manor Farm land

43) S106 Update

44) Community Led Plan

45) Parish Council Events

- a. Beer & Music Festival 29th August 2026

46) 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.
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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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 a 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

Reading Room Parking Demarcation Lines Derek Burrows 11th June 2026

Source quotes for a Contractor to complete the lines for parking at the Reading Room

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Green Scythe verge Derek Burrows 11th June
strimming 2026

Speak to Green Scythe and ensure that they do not take instructions from Villagers only the PC

Spring Water Chris O'Malley 11th June
2026

Source suppliers and quotes to empty and clear lines from the spring water tank to all 3 outlets.

UHPC CALENDAR 2026

JULY	
9	PC Meeting RR
AUGUST	
13	PC Meeting RR (TBD if needed)
29	Upper Heyfest Beer & Music Festival
SEPTEMBER	
10	PC Meeting RR
OCTOBER	
8	PC Meeting RR
16	Event TBC VH
31	Children's Halloween Party RR
NOVEMBER	
7 (TBC)	Bonfire Night
8	Remembrance Day & Refreshments
12	PC Meeting RR
DECEMBER	
10	PC Meeting RR (TBD if needed)

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TBC	Pantomime
TBC	Christmas Fayre
TBC	Carols

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