Upper Heyford Parish Council

Location: UH Reading Room
Date: 9th July 2026
Time: 7:15pm – 10pm

Meeting Minutes

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

Apologies: Councillors: George Stephenson, Derek Burrows

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

Consideration of Dispensations: None

47) Public Forum: 3 members of the public attended. Graham Wilson had questions regarding the meeting minutes of the June meeting and these were addressed. Peter Burwell brought the proposed designs for car parking at the Reading Room for the Council to review. Janet Lince confirmed that the date of the Carol Sing-Along is the 13th December 2026.

48) Approved Meeting Minutes: Council approved the minutes of the Annual Meeting of the Parish Council held on the 11th June 2026.

49) Finance:

a) Purchase invoices approved by the Council

View	From	Status	Reference	Date ↓	Due date	Paid	Due	Files	Action
	K B Probbits	Awaiting payment	48	Jul 08, 2026	Jul 22, 2026	0.00	420.00	1	Make payment
	Green Scythe Ltd	18672	May 31, 2026	Jun 30, 2026			1,398.33	1	

Approval given for costs for Upper Heyfest:

- Performers costs £775
- Sound engineer £150
- Portaloos from Toilet Hire Near Me £1090
- Picnic Tables from Stretch Tent Productions £880
- Medical Support from Elite Event Medical Services £490

- Branded beer glasses £300

Approval given for repeating cost:

- Window Cleaner for the Reading Room £20 every 12 weeks

Approval given for Clerks hours for the period April – June 2026 of 85 hours

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 a decision made to mover £1000 from the Unity Trust Current Account into the Deposit Account

e) VAT re-claim of £700 completed for the period April – June 2026

50) Planning: The Council reviewed the latest planning applications

26-May	26/01163/REM	Heyford Park Settlements & Mr Hugh Jones,	Reserved Matters approval is sought in relation to Parcels 17 (Residential), 18 (Sports Park) and 34 (Area for Community Use) of planning permission 18/00825/HYBRID. The application seeks approval of access, appearance, landscaping, layout and scale for the erection of 62 residential units on Parcel 17 with associated roads, footways, parking, landscaping and a community orchard. The application also proposes a sports park comprising sports pitches and play area on Parcel 18 and an associated pavilion would be provided on Parcel 34, with		

Decision to draft an objections and file prior to the deadline of 9th August 2026

51) Clerks Report:

a) ROSPA inspection completed – immediate action to condemn the zipwire as the wood is splitting. Will review the full report once it has been received.

b) Council approved hiring a window cleaner for the Reading Room, £20 for a clean every 12 weeks.

c) The Council reviewed the AMC's proposal for increasing the rental costs for the Reading Room, having reviewed the income (£3312) and expenses (£2329) for the year 2025/6 the decision was made not to increase. The Council will review the situation at the end of this financial year.

d) Following a request from Cleanslate for support the Council chose not to support them financially, but to support by distributing information to the community.

e) The Clerk proposed that we pause the mowing by Green Scythe for one month due to the hot and dry weather – the Council approved this proposal.

f) The Camp Road Closure has meant that increased and unsuitable traffic is passing through our village – the junction of Camp Road and Somerton Road in particular. Volunteers from the village have been monitoring the traffic, collecting videos and photos of dangerous manoeuvres, data has been collected from the SID showing 60% of the vehicles passing the playground are speeding. All this data has been collated by the Parish Council and a final complaint has been sent to DWH and OCC for comment. The Parish Council have also contacted all parties to organise a face-to-face meeting to discuss the situation and try to come to a conclusion that will suit all. Key parties were not willing to meet so this did not go ahead.

It has been noted that the 30mph speed limit signs at the bottom of Camp Road are now old and faded and need replacing.

g) The Heat Upper Heyford team have £7692 remaining funds from grant money obtained from SIB (Social Investment Business). They propose to use this money in decarbonising the heating of the village hall with solar power generation and storage. Improved insulation values may be required and this could be another option for some of the SIB funds.

With our own electricity, it may then be economically feasible to install a combined heating and cooling air-source to air system (which would be considerably cheaper than an air-source to hot water heat pump system). This could allow us to provide a communal space which is cool in summer and warm in winter.

The Parish Council welcome this initiative and thank HUH for their support. The Parish Council would also like to see how the Reading Room could also benefit from the use of these funds.

h) The Council reviewed the proposed design and layout for parking on The Green as provided by the residents. Feedback to the residents is that the parking spaces are not correctly positioned and that the Parish Council will design a new, correct version for the residents to view.

52) Biodiversity: The Council reviewed a map of the village and identified several sites that would be suitable for rewilding, this will be shared with the community for comment and to see if additional areas can be identified. Once we have finalised the sites, research will be completed as to the suitable plants to enhance the wildlife as well as being aesthetically pleasing. The Council have agreed to have biodiversity signs in these areas.

53) Deferred: The Council reviewed the suggestion of food vans coming into the village. It is proposed that we have a rotating selection of suppliers on a Tuesday evening who will use the VH car park. They will be required to rent the H for the duration of their visit to ensure that we do not lose any VH rental revenue. Proposed suppliers include Curry Nights (based in HP), The Pizza Boys, the Chip Van and the Chinese van.

54) S106 Update: No update from the last meeting, despite chasing by the Parish Clerk. It is believed that no work will take place whilst the Camp Road closure is in place, although it is hoped that all the plans will be approved so that work can commence as soon as the Camp Road works have been completed.

55) Upper Heyford Community Led Plan: Face to face sessions with the Community have been completed and suggestions have been received via the suggestions box. There are definite themes coming through. The next step is for the comments to be collated and used to create a full survey which will be distributed to all residents in the Parish in September. Paper copies will be hand delivered to every household as well as being made available in the Reading Room and the Village Hall. An online version will be widely marketed, and the aim is for parishioners over the age of 15 will complete it.

Discussions around identifying vulnerable/isolated people within the community led to a Council decision to create a Village Emergency Plan.

56) Parish Council Events: Upper Heyfest, the beer & music festival, 29th August 2026. The Parish Council have approved the budget, and the costs are being covered by the generosity of The Oxford Bar Company who are donating their profits back. The acts have been confirmed as have the food vendors, the facilities required at the event along with medical support.

57) Review Outstanding Action Items

Upper Heyford Parish Council

Location: UH Reading Room
Date: 9th July 2026
Time: 7:15pm – 10pm

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
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	11th 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 22nd July 2026 to empty and clean the pipes.
Biodiversity	Sarah Burrows	10th 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	10th September 2026	Create and publish a Village Emergency Plan
Speed limit signs	Sarah Burrows	10th September 2026	Source and replace the faded speed limit signs

Dates of Next Meeting: 10th September, 8th October, 12th November

All held in the Upper Heyford Reading Room at 7.15pm

Signed

Paul Weaver, Chair **Sarah Burrows, Parish Clerk**